DEFENSE CONTRACT MANAGEMENT AGENCY

DCMA

ACQUISITION INSIGHT GLOBAL ENGAGEMENT

Delegation 1.0
External User Student Guide

August, 2010

ITCSO Training Academy

TEACH IT • LEARN IT • USE IT

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module One	Delegation 1.0 Overview
Lesson One	**Delegation 1.0 Overview**
Topic One	About Delegation 1.0
Topic Two	Delegation 1.0 Process
Topic Three	User Roles
Topic Four	Navigating Delegation 1.0
Topic Five	Accessing Delegation 1.0
Lesson Two	**Common Features**
Topic One	Searching
Topic Two	Printing a Delegation
Topic Three	Copying a Delegation
Topic Four	Attaching a File
Topic Five	E-mail

Module Two	External DOD Customer Role
Lesson One	**External DOD Customer**
Topic One	External Customer Overview
Topic Two	Creating a Delegation
Topic Three	Delegation Alerts
Topic Four	Managing Delegations
Topic Five	Completed Delegations

Course Topics

Course Objectives

At the end of this training you should be able to:

- Access and Navigate the Delegation 1.0 Application
- Create a Delegation
- View your Requests

Course Topics

Course Modules

Course Modules

Module One Delegation 1.0 Overview

Module Two External DOD Customer Role

Module One

Delegation Overview

Module One – Delegation Overview

Module One Lessons

Lesson One Delegation 1.0 Overview

Lesson Two Common Features

Module One
Lesson One

Delegation 1.0 Overview

Lesson One – Topics

Module One - Lesson One Topics

Topic One	About Delegation 1.0
Topic Two	Delegation 1.0 Process
Topic Three	User Roles
Topic Four	Navigation Delegation 1.0
Topic Five	Accessing Delegation 1.0

Course Topics

Topic One – About Delegation 1.0

Overview – Purpose of this Training

This training will discuss the Delegation 1.0 Application, including:

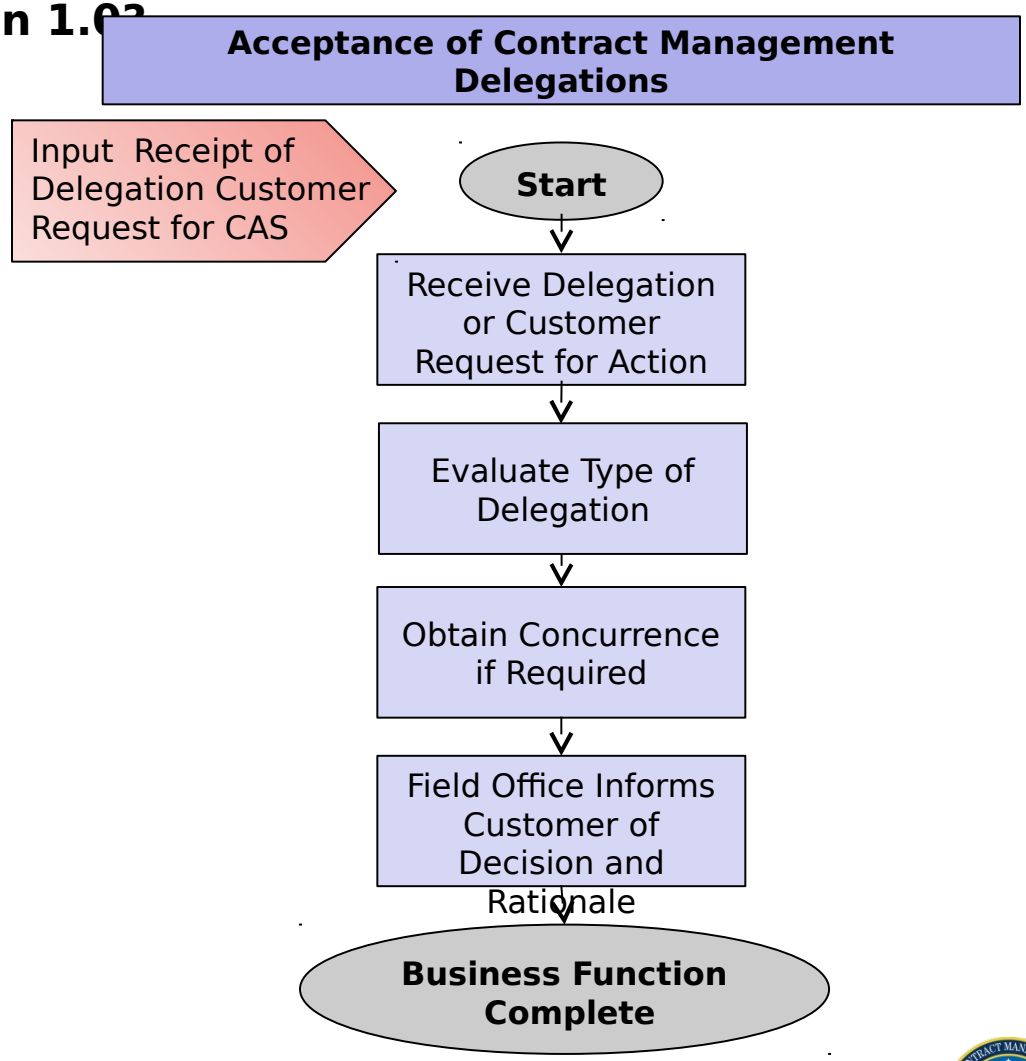
- The Delegation process as it relates to the application
- The Roles assigned in the application
- How to maneuver through the application

Topic One – About Delegation 1.0

What is the Purpose of Delegation 1.0?

Helps DCMA personnel manage delegations for MOCAS prime contracts and subcontracts

- It supersedes the QA/PA Delegation application
- Used by persons at the U.S. Department of Defense who request that DCMA manage delegations against a contract number that is not in MOCAS


Acceptance of Contract Management Delegations
Input Receipt of Delegation Customer Request for CAS
Start
Receive Delegation or Customer Request for Action
Evaluate Type of Delegation
Obtain Concurrence if Required
Field Office Informs Customer of Decision and Rationale
Business Function Complete

Graphic 1.1.1.1 : Delegation Process Flowchart

Course Topics

Topic Two – Delegation Process

Request One or All of the Delegated Functions

Each delegation is for a specific *delegated function*. The delegated function types are:

- Quality Assurance
- Schedule and Delivery Management
- Engineering
- Asset Management
- Financial Services (DCMA staff only)
- Other Contract Administration tasks (DCMA staff only)

When you create a delegation, you can request one, some, or all of these

Graphic 1.1.2.1 : Delegated Functions

Course Topics

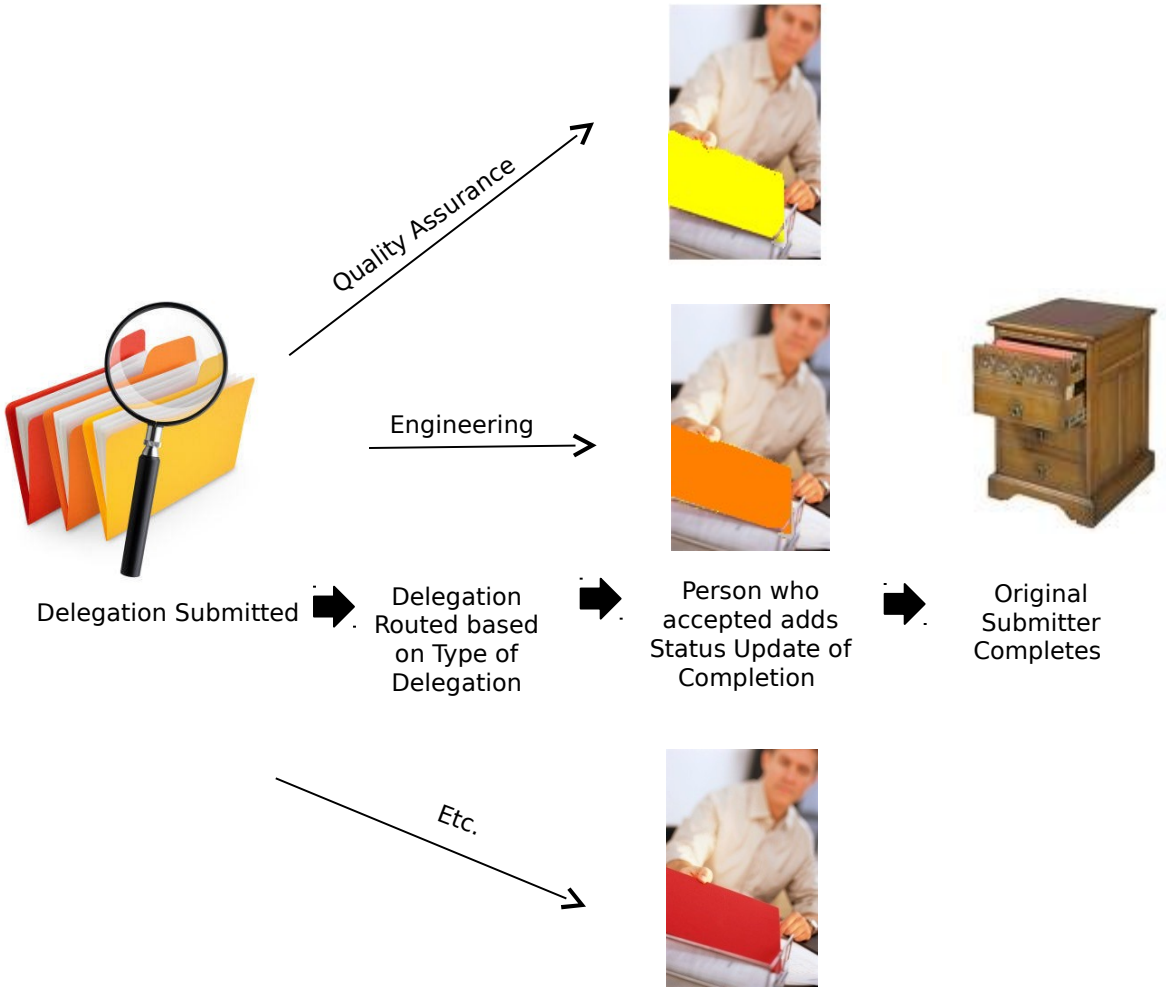
Topic Two – Delegation Process

Submit a Delegation

When you submit the delegation, each delegated function becomes a separate delegation.

Delegation 1.0 then routes the individual delegations to the people at DCMA who are responsible for that type of delegation for that supplier or facility.

The person who accepted the delegation must add a status update of Completion before the person who submitted the delegation can complete it.



Graphic 1.1.2.2 : Delegation Process

Delegation Process

Step 1: **Create**	A user creates a delegation for one, some or all of the *delegated functions* to be monitored by DCMA. This person is the *delegator*. When creating a draft delegation, the delegator can save the work as a draft. Only the delegator can see a draft delegation on their Requests page, Saved Requests tab. The delegator can add points of contact who may or may not work for DCMA. The delegator also may add specific DCMA persons as delegatees. Draft delegations may be deleted by the delegator.
Step 2: **Submit**	The delegator submits the delegation. Delegation 1.0 creates separate delegations for each of the delegated functions. The delegations appear on the delegator's Requests page, Active Requests tab with the status Submitted. Delegation 1.0 routes the submitted delegations to the *delegatees*. The delegatees are DCMA staff who are responsible for the supplier/facility CAGE, ZIP code, or country's delegations. The delegations appear on the each of the delegatees' Workload page, Active Requests tab with the status Submitted. The delegator or any delegatee may edit and re-submit a submitted delegation. The delegator can delete a submitted delegation. The delegator may edit, re-submit, or delete a rejected delegation. A delegatee can accept, accept with supplement, forward, edit, or recommend rejection of the delegation. A person who is assigned the Commander Delegatee user role can reject a delegation.

Delegation Process

Step 3: **Accept**	A delegatee accepts the delegation. This person is the *acceptor*. The delegation appears on the acceptor's Workload, Active Requests tab with the status Accepted. The delegatees who are assigned the Administrative Contracting Officer and Team Leader roles for the contract management team of that supplier/facility CAGE, facility code, ZIP code, or country continue to see the delegation on the Workload page, Active Requests tab. Once a delegation is accepted, it no longer appears on the other delegatees' Workload page, Active Requests tab.
Step 4: **Work**	The acceptor, delegator, administrator, and HQ administrator may add status updates to the accepted delegation.
Step 5: **Complete**	Once a status update of Completion is submitted, the delegator can complete the delegation. The delegation's status is Completed. The delegation appears on the delegator's Requests page, Completed Requests tab. The delegation appears on the acceptor's Workload page, Completed Requests tab.
Step 6: **Re-open**	The delegator, commander delegatee, administrator, and HQ administrator can re-open a completed delegation. When the delegation is re-opened, it may be edited, but can re-submitted or the re-open action canceled. A re-opened delegation cannot be saved as a draft. Once submitted, the status of a re-opened delegation is Accepted. The acceptor is the person who was the acceptor when the delegation was originally worked.

Delegation User Roles

There are five user roles in Delegation 1.0:

- External DOD Customer
- Functional Specialist
- Commander / Commander Delegatee
- Administrator
- HQ Administrator

Topic Three – User Roles

Chart of Tasks Performed by Eternal User Role

Role / Task	External Customer
Create Delegation	The External DoD Customer user role can create delegations for Quality Assurance, Schedule and Delivery Management, Engineering, and Asset Management.
Requests	The External DoD Customer user role's does not see any delegation created by DCMA, including those created against delegations submitted by the External DoD Customer's service and buying activity.
View Delegations	To see delegations submitted by persons who are in their service and buying activity, and re-delegations and sub-delegations against those delegations created by DCMA.

Topic Four – Navigating Delegation 1.0

Navigation Elements

Graphic 1.1.4.1 : Menu Bar

Underlined Name	Displays your user information when selected
Home	Displays the Home Page
Request	Displays delegations that you have saved and not yet submitted; delegations you have submitted and that have been accepted or rejected; and completed delegations.
Search Delegations	Displays a page where you can type or select search criteria to see submitted, accepted, rejected, and completed delegations.
Reports	Displays a page that allows you to select reports you wish to view and print

Topic Four – Navigating Delegation 1.0

Navigation Elements

Clicking on a column header that contains an arrow allows you to sort information in either ascending or descending order.

Graphic 1.1.4.2 : Sort Column

The navigation feature at the bottom of a table of requests allow you to move back and forth through the pages.

Graphic 1.1.4.3 : Page Navigation

Topic Four – Navigating Delegation 1.0

Navigation Elements

The following icons are used throughout the Delegation 1.0 application. You will be able to use them to carry out the same functionality whenever you see them.

	View a delegation, or view information about a delegation, such as the delegation history or status updates
	Edit a saved or submitted delegation, or the final delivery date of an accepted delegation
	View the search page, or look up information
	Copy a delegation
	Display a pop-up that allows you to check the spelling of words you typed in text areas
	Display a print preview where you can view a document and print or save it as a file
	Delete
	Display a calendar that allows you to select a date. Where this icon appears, you can also type the date in the text box. Use the format DD MON YYYY (e.g., 01 JAN 2009)
	Identify the contractor name and address information associated with a CAGE number
	Reassign a delegation from one person to another
	Reopen a delegation

Topic Five – Accessing Delegation 1.0

How Do I Access Delegation 1.0 (External DoD Customer)?

In order for an External DoD Customer to gain access to Delegation 1.0, you must first request access through EWAM. EWAM is the External Web Access Management tool used for External Customers to DCMA in order to gain access to the tools provided by DCMA. If you are unsure of the EWAM process access the link below will walk you through using the system (Graphic 1.1.5.2).

http://www.dcma.mil/ITCSO/CBT/EWAM/overview.cfm

Graphic 1.1.5.1 : DCMA Menu Bar

Accessing Delegation 1.0 (External) (Graphic 1.1.5.1 - 1.1.5.2)	
1.	*Type* ***www.dcma.mil*** in the address bar of IE.
2.	*Select* the **eTools** menu item. • If you have already been granted access you will be asked to log in • If you need to request access follow the link above.
3.	*Type* in your **User ID** and/or **Password (code).** • A list of the application(s) you have access to will appear
4.	*Select* the **Delegation 1.0** icon.

Graphic 1.1.5.2 : EWAM Access Request

Lesson One – Review

Module One - Lesson One Covered the Following Topics:

Topic One	About Delegation 1.0
Topic Two	Delegation 1.0 Process
Topic Three	User Roles
Topic Four	Navigating Delegation 1.0
Topic Five	Accessing Delegation 1.0

Course Topics

Module One
Lesson Two

Common Features

Lesson Two – Topics

Module One - Lesson Two Topics

Topic One	Searching
Topic Two	Printing a Delegation
Topic Three	Copying a Delegation
Topic Four	Attaching a File
Topic Five	E-Mail

Course Topics

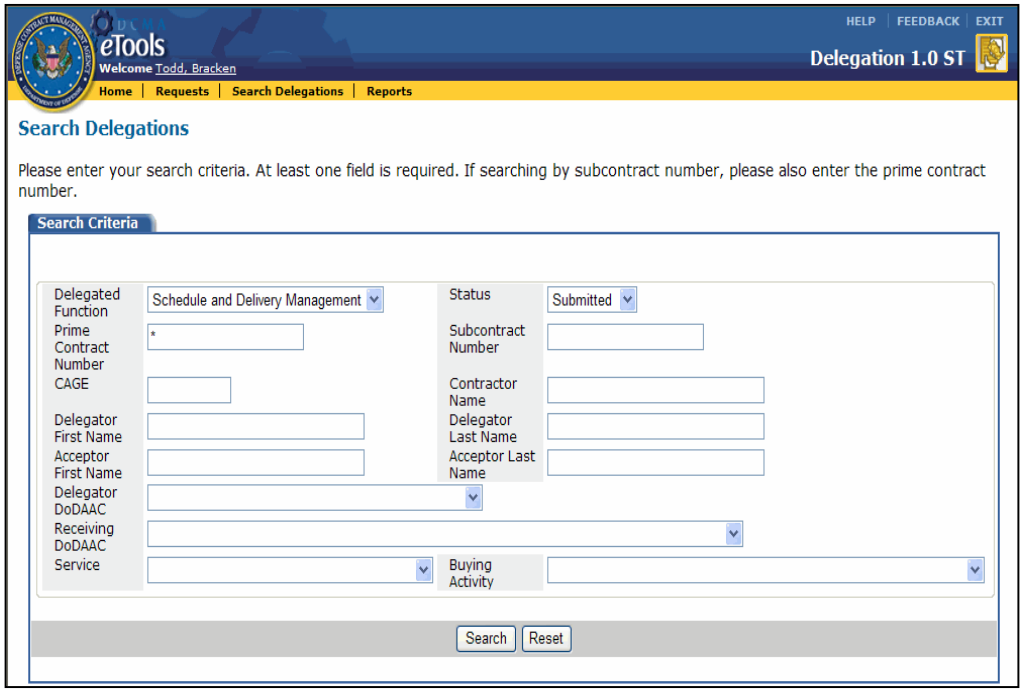
Topic One – Searching

How Do I Search Delegations?

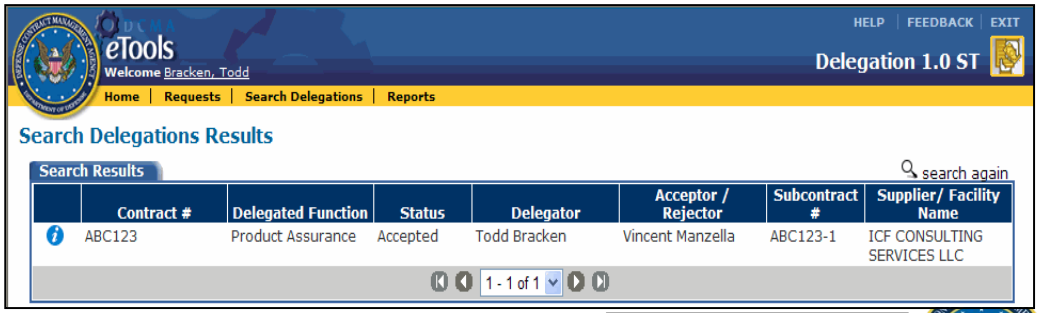
The scope of a Delegation search depends on your assigned user role.

External DoD Customer: Search results show delegations from your buying activity that meet the search criteria that you select or type.

Search for Delegations (1.2.1.1- 1.2.1.2)	
1.	*Select* the **Search Delegations** menu item.
2.	*Enter* **Criteria**.
3.	*Select* the **Search** button. • Your search will display • Once your results are displayed you can view edit delete , reopen a delegation using the icons to the left of the Contract Number



Graphic 1.2.1.1 : Search Delegations Page



Graphic 1.2.1.2 : Search Delegations Results Page

Course Topics

Topic Two – Printing a Delegation

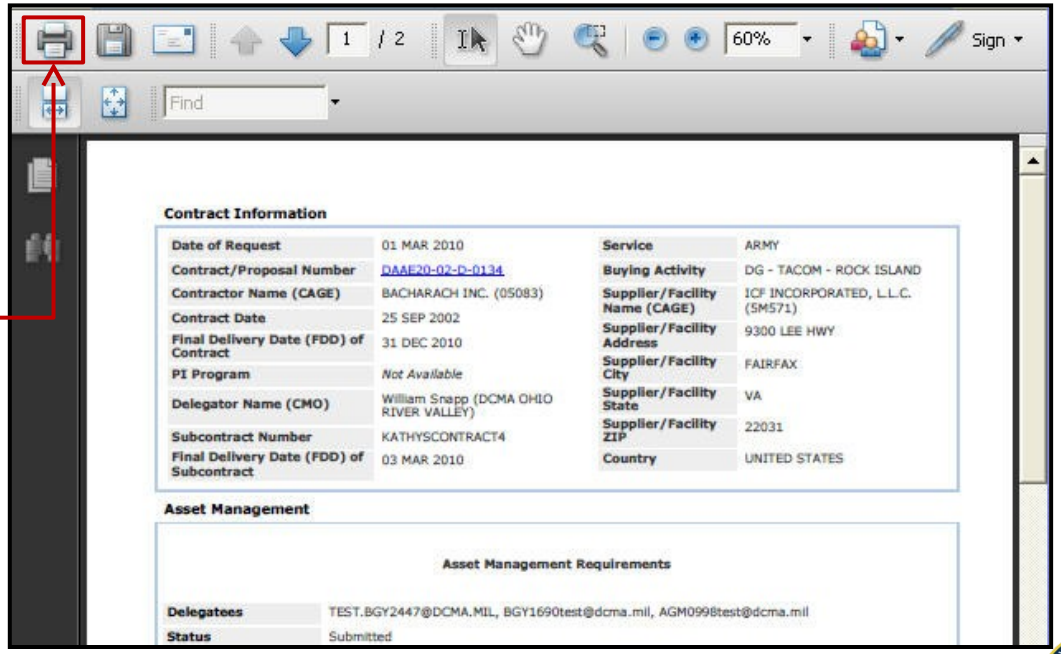
View and Print Delegations

To print a Delegation you first open it up into view mode, then print view. From there you will be able to see what the printed version will look like and print.

eTools
Delegation 1.0
HELP | FEEDBACK | EXIT
Home | Requests | Search Delegations | Reports
View Delegation Request
Contract Info
copy delegation | edit | print view | delegation history
Date of Request 27 OCT 2009
Contract/Proposal Number EXAMPLECONTRACT
Contractor Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Contract Date 27 OCT 2009
Final Delivery Date (FDD) of Contract 30 SEP 2020
PI Program Not Available
Delegator Name (CMO) Todd McCracken (PR W4GG TACOM ROCK ISLAND)
Subcontract Number EXAMPLESUB03
Final Delivery Date (FDD) of Subcontract 13 OCT 2013
Service NAVY
Buying Activity FD - COMMANDER - CARDEROCK DIVISION
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY STE LBBY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES

Graphic 1.2.2.1 : View Delegations Page

Search for Delegations (1.2.2.1-1.2.2.2)	
1.	*Select* the **View** icon to the left of the Delegation to be printed. • The View Delegation Page appears
2.	*Select* **Print View**. • The Print View appears
3.	*Select* the **Print** button.


1 / 2
60%
Sign
Find
Contract Information
Date of Request 01 MAR 2010
Contract/Proposal Number DAAE20-02-D-0134
Contractor Name (CAGE) BACHARACH INC. (05083)
Contract Date 25 SEP 2002
Final Delivery Date (FDD) of Contract 31 DEC 2010
PI Program Not Available
Delegator Name (CMO) William Snapp (DCMA OHIO RIVER VALLEY)
Subcontract Number KATHYSCONTRACT4
Final Delivery Date (FDD) of Subcontract 03 MAR 2010
Service ARMY
Buying Activity DG - TACOM - ROCK ISLAND
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES
Asset Management
Asset Management Requirements
Delegatees TEST.BGY2447@DCMA.MIL, BGY1690test@dcma.mil, AGM0998test@dcma.mil
Status Submitted

Graphic 1.2.2.2 : Print View

Course Topics

Topic Three – Copying A Delegation

How to Copy a Delegation

Copying a delegation creates a new delegation that contains all the information from the original delegation. It does not create a parent-child relationship between the original and the new delegation.

Copy a Delegation (1.2.3.1)	
1.	*Select* the **Edit** icon to the left of the Delegation to be copied. • You will only be able to edit draft delegations
2.	*Select* the **copy delegation** link. • The New Delegation Request Page appears where you can edit and save the copied Delegation

eTools
Welcome McCracken, Todd
HELP | FEEDBACK | EXIT
Delegation 1.0
Home | Requests | Search Delegations | Reports
View Delegation Request
Contract Info
copy delegation | edit | print view | delegation history
Date of Request 27 OCT 2009
Contract/Proposal Number EXAMPLECONTRACT
Contractor Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Contract Date 27 OCT 2009
Final Delivery Date (FDD) of Contract 30 SEP 2020
PI Program Not Available
Delegator Name (CMO) Todd McCracken (PR W4GG TACOM ROCK ISLAND)
Subcontract Number EXAMPLESUB03
Final Delivery Date (FDD) of Subcontract 13 OCT 2013
Service NAVY
Buying Activity FD - COMMANDER - CARDEROCK DIVISION
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY STE LBBY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES

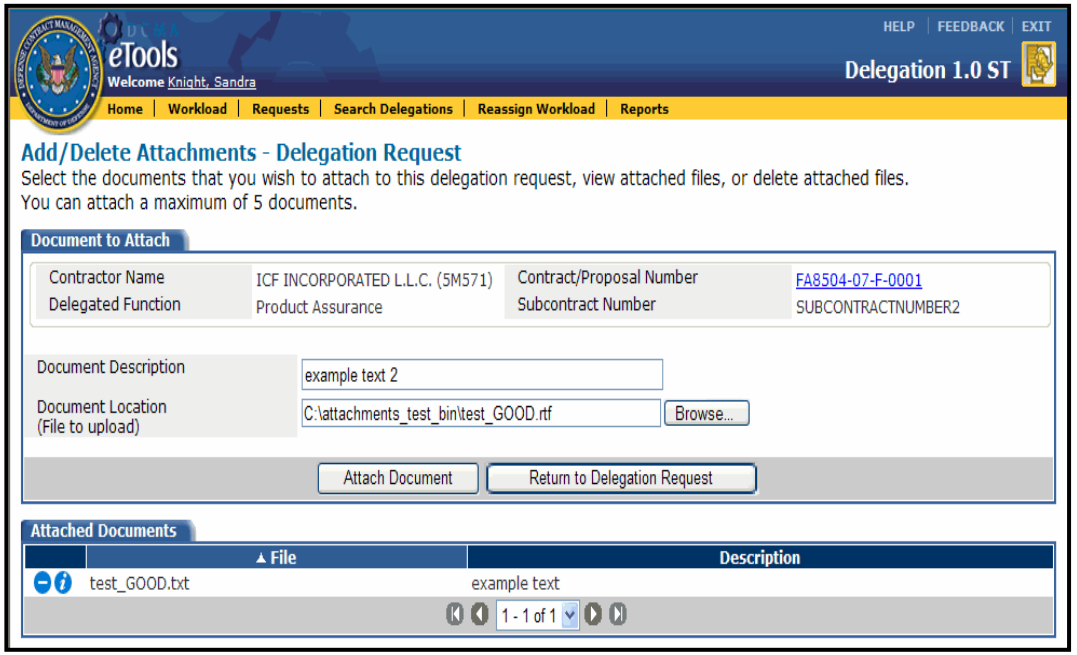
Graphic 1.2.3.1 : Copy Delegation Link

Topic Four – Attaching A File

Attaching a File to a Delegation

Occasionally it will be useful to attach supporting document s to a Delegation. All user roles in Delegation 1.0 can attach files to draft or submitted delegations. Attachments can be added in Delegation wherever you find Add Attachments ent link.

Attach a File to a Delegation (1.2.4.1)	
1.	*Select* the **Add Attachments** link.
2.	*Type* a **Document Description.**
3.	*Select* the **Browse** button.
4.	*Locate* the **file** to be attached.
5.	*Select* the **Attach Document** button.



Graphic 1.2.4.1 : Add/Delete Attachments

Course Topics

Topic Five – E-Mail

Who Gets What E-Mail and When?

Delegation 1.0 sends E-Mail messages to the delegator (the person who submits a delegation) and to the DCMA delegatees who receive the submitted delegation when the following actions occur:

- Submitted then edited by the delegator or a DCMA delegatee
- Submitted
- Submitted then deleted by the delegator
- Submitted then forwarded by a DCMA delegatee
- Submitted but not accepted or rejected within 10 days by a DCMA delegatee
- Submitted then recommended for rejection by a DCMA delegatee
- Submitted then rejected by a DCMA commander or commander delegatee
- Accepted by a DCMA acceptor (typically one of the delegatees)
- Accepted and supplemented by a DCMA acceptor (typically one of the delegatees)

Once the delegation is accepted, Delegation 1.0 sends E-Mail messages to the delegator and to the DCMA acceptor when the following actions occur:

- Accepted and the final delivery date (FDD) of the prime contract passes
- A status update is added by the delegator or the DCMA acceptor
- Accepted and then reassigned
- Accepted and then reassigned as part of workload reassignment
- Completed by the delegator
- Re-opened by the delegator

Course Topics

Who Gets What E-Mail and When?

Team Leads and Administrative Contracting Officers

Delegation 1.0 has no specific user role for Team Leads or Administrative Contracting Officers (ACOs). DCMA staff who are assigned these titles in the Contract Management Team (CMT) application might receive E-Mail notifications from Delegation 1.0.

A Team Lead or ACO for a CAGE, ZIP Code, or country that receives a delegation would receive E-Mail messages when the following actions occur:

- Submitted
- Submitted then recommended for rejection by a DCMA delegatee
- Submitted then rejected by a DCMA commander or commander delegatee
- Submitted but not accepted or rejected by a DCMA delegatee within 10 days
- Accepted or accepted with supplement by a DCMA acceptor (typically one of the delegatees)
- Accepted and then reassigned by the DCMA acceptor
- Re-assigned as part of a person's workload
- Completed
- Re-opened

Commanders and Commander Delegatees

If you are a Commander or commander delegatee, you receive an E-Mail message when asked to reject a delegation. You also receive an E-Mail message when you reject a delegation.
If you are a Commander or commander delegatee and are a delegator, delegatee or acceptor, you receive additional E-Mail messages as described above.

Course Topics

Topic Five – E-Mail

How Do I Add Points of Contact?

Points of Contact are added in the Edit view of the Delegation and on the POC tab. POCs can be added in order to keep people aware of the Delegation status.

If the delegator added people as points of contact (POCs) on the delegation, those POCs receive E-Mail messages when the delegation is submitted, submitted then deleted, rejected, and completed.

Adding a Point of Contact (1.2.5.1 - 1.2.5.2)	
1.	*Select* the **POC tab** of the Edit Delegation Request page.
2.	*Select* the **add contacts** link.
3.	*Type* the **Name** of the desired contact.
4.	*Click* the **Search** button.
5.	*Click* the **Plus** icon next to the correct name. • The name is added to the Points of Contact • **Note :** There is also a link that allows you to add new contacts

eTools
Welcome Snapp, William R.
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Workload | Requests | Search Delegations | Reassign Workload | Reports
Edit Delegation Request
Contract Info | Delegate Functions | POCs
Date of Request 01 MAR 2010
Contract/Proposal Number DAAE20-02-D-0134
Contractor Name (CAGE) BACHARACH INC. (05083)
Contract Date 25 SEP 2002
Final Delivery Date (FDD) of Contract 31 DEC 2010
PI Program Not Available
Delegator Name (CMO) William Snapp (DCMA OHIO RIVER VALLEY)
Subcontract Number KATHYSCONTRACT4
Final Delivery Date (FDD) of Subcontract 03 MAR 2010
Service ARMY
Buying Activity DG - TACOM - ROCK ISLAND
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES
add contacts
Name
E-Mail
Telephone
Bine, Katharyn kbine@icfi.com 703-934-3896
Bine, Kathy Katharyn.Bine.ctr@dcma.mil 703.254.2117
1 - 2 of 2
Review then Submit
Cancel

Graphic 1.2.5.1 : Add Contacts Link on POC Tab

Contacts Search Results
Click the add icon to add one of the contacts found to the delegation. Click add new contact to add a contact to the delegation. Click search again to see the search page.
Results
search again
add new contact
Last Name
First Name
E-Mail
Phone
Johannessen Cindy cindy.johannessen.ctr@dcma.mil (703) 254-2079
1 - 1 of 1
Return to Delegation Request

Graphic 1.2.5.2 Contacts Search Results Screen

Course Topics

Lesson Two – Review

Module One - Lesson Two Covered the Following Topics:

Topic One	Searching
Topic Two	Printing a Delegation
Topic Three	Copying a Delegation
Topic Four	Attaching a File
Topic Five	E-Mail

Course Topics

Module Two

External DoD Customer Roles and Tasks

Module Two – External DoD Role

Module Two Lessons

Lesson One External DoD Customer

Module Two – External DoD Role

Lesson One Topics

Topic One	External Customer Overview
Topic Two	Creating A Delegation
Topic Three	Delegation Alerts
Topic Four	Managing Delegations
Topic Five	Completed Delegations

Course Topics

Topic One – External DoD Customer Overview

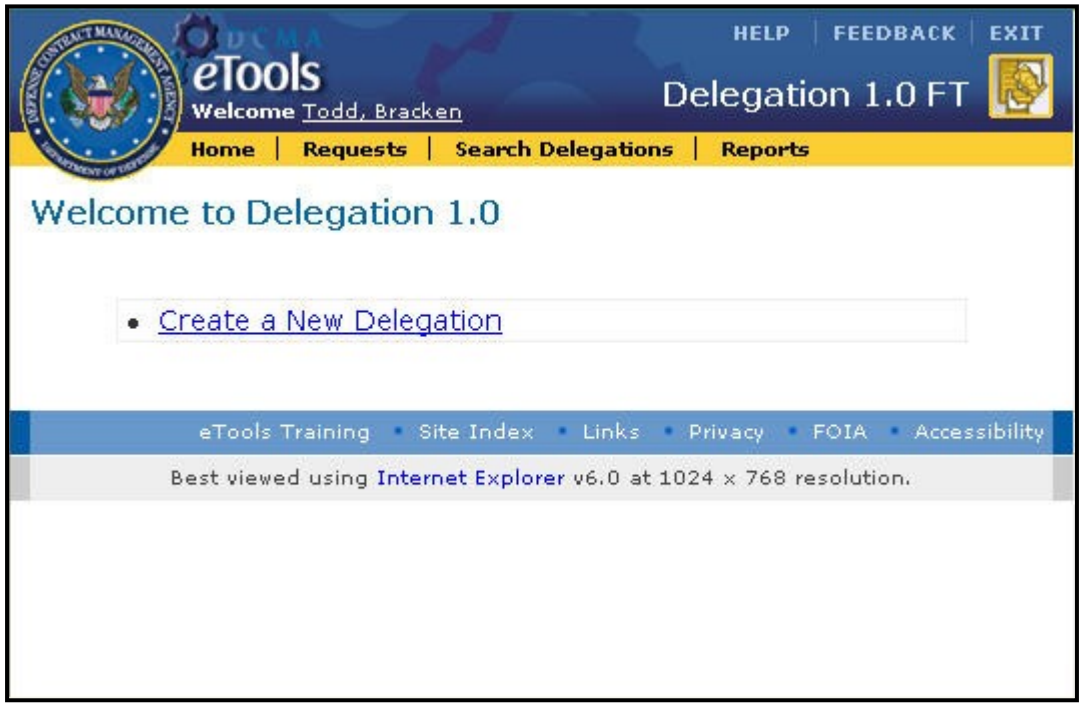
External DoD Customer Home Page

As an external DoD customer can use Delegation 1.0 application to view and track Delegations that you have created, saved, submitted or the DCMA has completed.

Graphic 2.1.1.1 displays the External User Home page.

The main option on the home page is the ability to Create a New Delegation.

The Menu options at the top provide a way for you to view your Requests, Search Delegations and view Reports.


HELP
FEEDBACK
EXIT
eTools
Welcome Todd, Bracken
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
Welcome to Delegation 1.0
Create a New Delegation
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

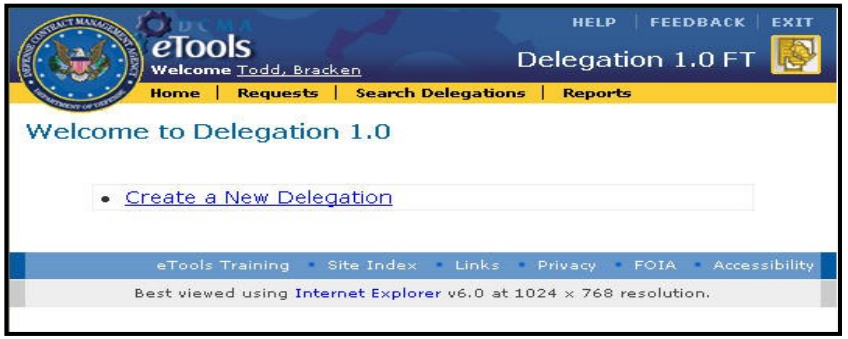
Graphic 2.1.1.1: External User Home Page

Topic Two – Creating A Delegation

Creating a Delegation

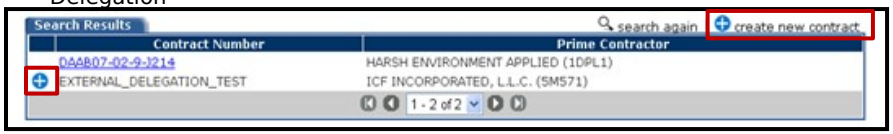
External Customers can create a delegation using any contract number except for one present in DCMA's MOCAS.

Create a Delegation (2.1.2.1 – 2.1.2.3)	
1.	*Login* to **Delegation 1.0.**
2.	*Click* the **Create a New Delegation** link. (Graphic 2.1.2.1)
3.	*Type* the **criteria** to locate the contract in a search.
4.	*Click* the **Continue** button. Either: • A list of contracts fitting the entered criteria displays, or • A contract is not there to be found (likely to occur on first use)
5.	*Select* the **Plus** icon to the left of the contract to be delegated, Or *Select* the **Create new contract** link. (2.1.2.3) • The selected contract or new contract opens to the Contract Info tab of the New Delegation Request page (continued on the next slide)


eTools
Welcome Todd, Bracken
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
Welcome to Delegation 1.0
Create a New Delegation
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

Graphic 2.1.2.1: External DoD User Home Page

Graphic 2.1.2.2 : Contract Search to Create New Delegation



Graphic 2.1.2.3 : Contract Search to Create New Delegation

Course Topics

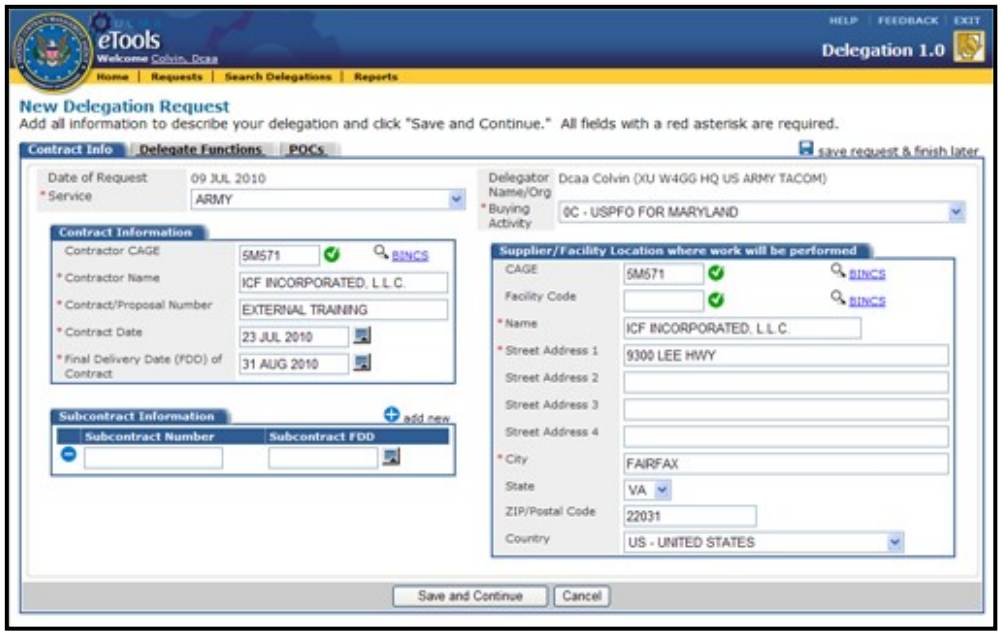
Topic Two – Creating A Delegation

Filling Out a New Delegation Request - Contract Info

After the appropriate contract has been selected you will have a series of fields to enter data in before submitting the Delegation.

There are a few required fields indicated by a red asterisk. Delegations can be saved without filling in required fields but cannot be submitted until those required fields have data.

Contact Info Tab (2.1.2.4)	
1.	*Start* from the **Contract Info** tab**.** (Graphic 2.1.2.4)
2.	*Fill-in* the appropriate **fields**. • A **Green Check** to the right of a field will fill in the data for other fields associated with it • The BINCS link will open the Business Identification Number Cross-reference System – which allows you to perform CAGE and Company searches


eTools
Welcome Colvin, Dcaa
Home | Requests | Search Delegations | Reports
HELP | FEEDBACK | EXIT
Delegation 1.0
New Delegation Request
Add all information to describe your delegation and click "Save and Continue." All fields with a red asterisk are required.
Contract Info
Delegate Functions
POCs
save request & finish later
Date of Request 09 JUL 2010
*Service ARMY
Delegator Name/Org Dcaa Colvin (XU W4GG HQ US ARMY TACOM)
*Buying Activity 0C - USPFO FOR MARYLAND
Contract Information
Contractor CAGE 5M571 BINCS
*Contractor Name ICF INCORPORATED, L.L.C.
*Contract/Proposal Number EXTERNAL TRAINING
*Contract Date 23 JUL 2010
*Final Delivery Date (FDD) of Contract 31 AUG 2010
Subcontract Information
add new
Subcontract Number
Subcontract FDD
Supplier/Facility Location where work will be performed
CAGE 5M571 BINCS
Facility Code BINCS
*Name ICF INCORPORATED, L.L.C.
*Street Address 1 9300 LEE HWY
Street Address 2
Street Address 3
Street Address 4
*City FAIRFAX
State VA
ZIP/Postal Code 22031
Country US - UNITED STATES
Save and Continue
Cancel

Graphic 2.1.2.4 : New Delegation Request Page - Contract Info Tab

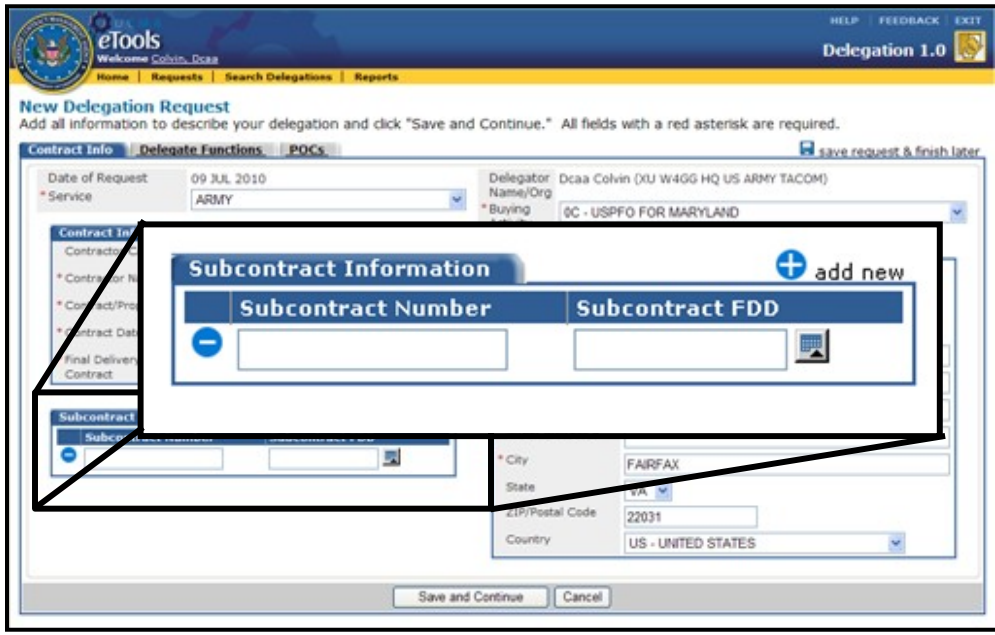
Course Topics

Topic Two – Creating A Delegation

Filling Out a New Delegation Request - Subcontract Information

The Contract Info tab contains an area for adding Subcontract Information. Up to five subcontracts can be added to a delegation. The subcontract displayed at the bottom of the list displays as the lowest tier subcontract for the delegation.

Subcontract Information (2.1.2.5)	
1.	*Click* the **add new** link. (Graphic 2.1.2.5)
2.	*Fill in* the **Subcontract Number**.
3.	*Fill in* the **Subcontract FDD**. • You can add up to five subcontracts by continuing to select the **add new** link
4.	*Select* the **Save and Continue** button when you are finished entering all of the Contract Info data. • The Delegate Functions tab appears



Graphic 2.1.2.5 : Subcontract Information

Topic Two – Creating A Delegation

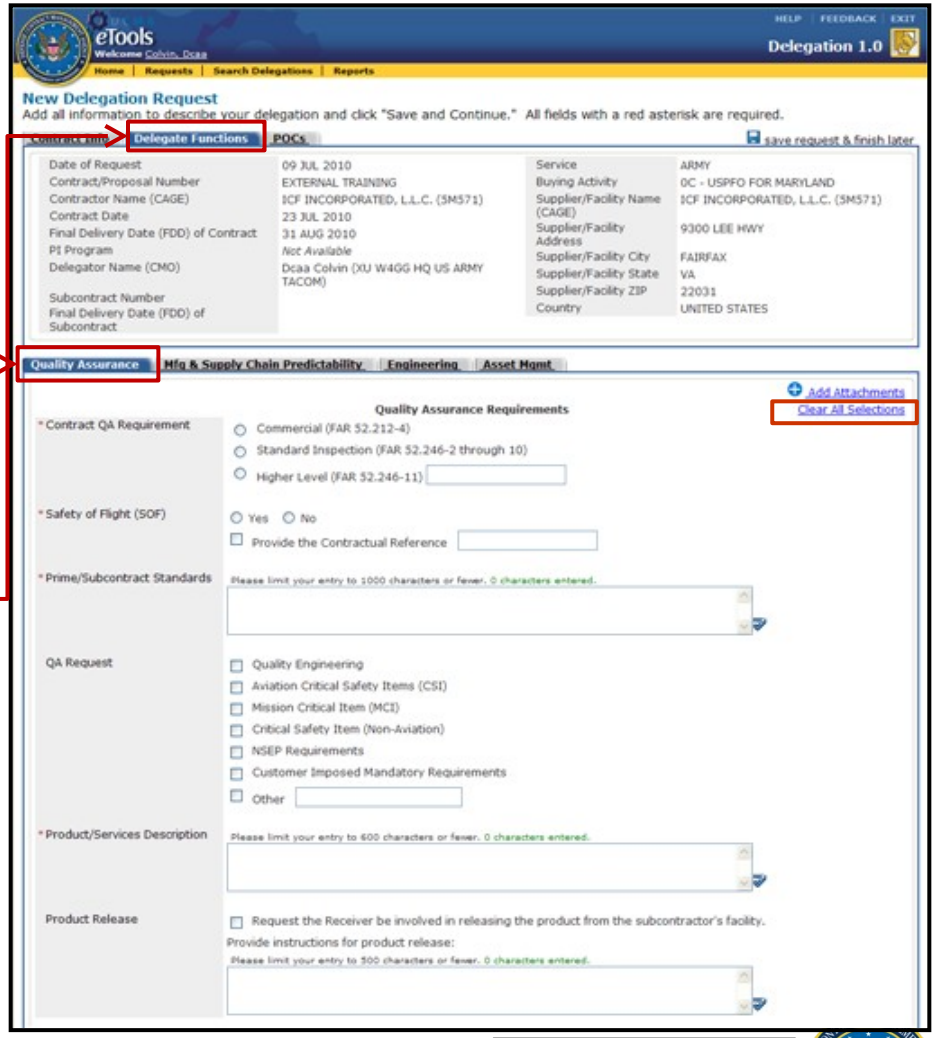
Filling Out a New Delegation Request – Delegate Functions (Quality Assurance)

When the Delegate Functions tab opens, the tab at the top will contain the data that was entered in the Contract Info tab. The second section down contains four tabs:

- Quality Assurance
- Mfg & Supply Chain Predictability
- Engineering
- Asset Mgmt

Only the tab relating to the delegate function you are creating needs to be filled in. However, if you fill in one field then all of the required fields for that tab need to be filled in, or select the Clear All Selection link.

Delegate Functions Tab (2.1.2.6)	
1.	*Start* from the **Delegation Functions** tab**.** (Graphic 2.1.2.6) • The Quality Assurance tab displays by default
2.	*Scroll down* the **Quality Assurance** tab.
3.	*Fill in* any appropriate **fields.**
4.	*Select* the one of the following **buttons**. • **Previous** •**Save and Continue** •**Cancel**



Graphic 2.1.2.6 : Delegate Functions – Quality Assurance Tab

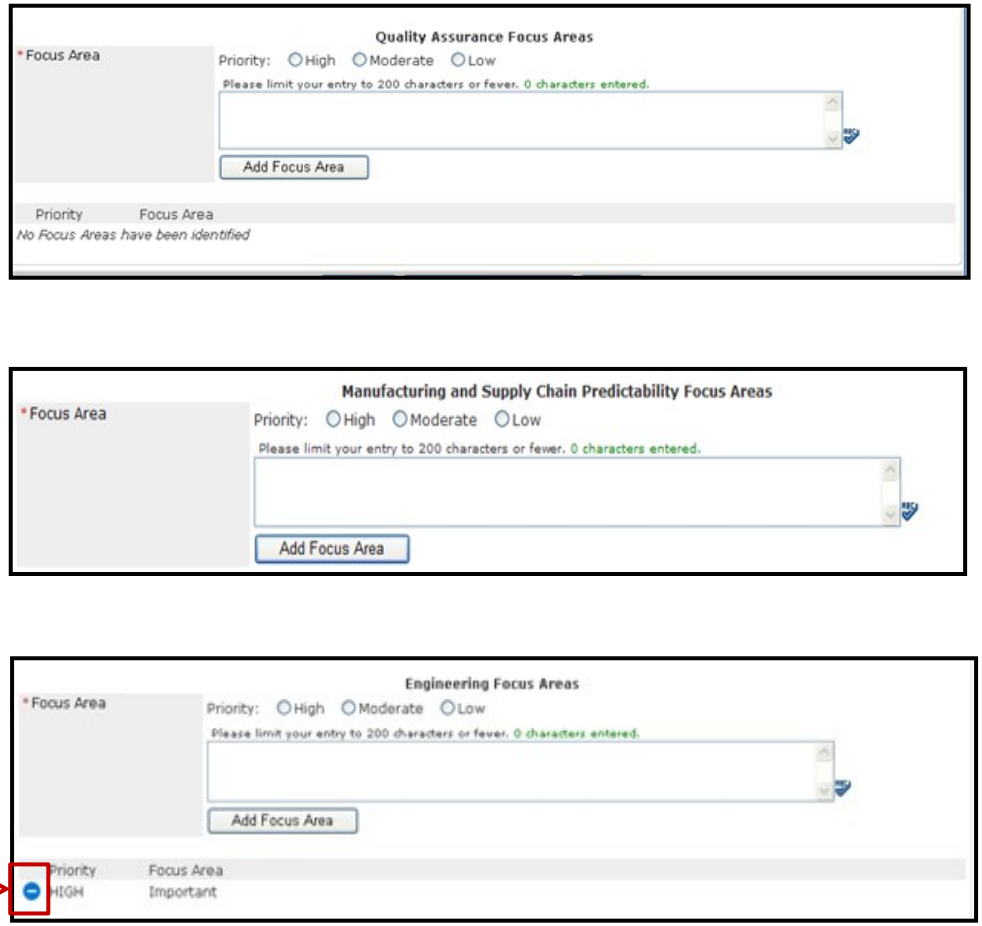
Course Topics

Topic Two – Delegate Functions Tab

Filling Out a New Delegation Request – Delegate Functions (Focus Area)

At the bottom of all the tabs is a focus area. This is a required field for the type of delegation you are creating. Here you are able to place priority and comment on points of focus. The three graphics to the right display the focus areas for a Quality Assurance, Manufacturing and Supply Chain Predictability, and Engineering delegation.

Focus Area (2.1.2.7)	
1.	*Scroll* to the **bottom of the tab** for which a delegation is being created.
2.	*Select* the **Priority** level.
3.	*Add* **Comments.**
4.	*Click* the **Add Focus Area** button**.** • The focus area will appear underneath the focus area field • Focus areas can be deleted by clicking the delete icon to their left


Quality Assurance Focus Areas
*Focus Area
Priority: High Moderate Low
Please limit your entry to 200 characters or fewer. 0 characters entered.
Add Focus Area
Priority
Focus Area
No Focus Areas have been identified
Manufacturing and Supply Chain Predictability Focus Areas
*Focus Area
Priority: High Moderate Low
Please limit your entry to 200 characters or fewer. 0 characters entered.
Add Focus Area
Engineering Focus Areas
*Focus Area
Priority: High Moderate Low
Please limit your entry to 200 characters or fewer. 0 characters entered.
Add Focus Area
Priority
Focus Area
HIGH
Important

Graphic 2.1.2.7 : Delegate Functions – Focus Area for Three of the Delegation Tabs

Course Topics

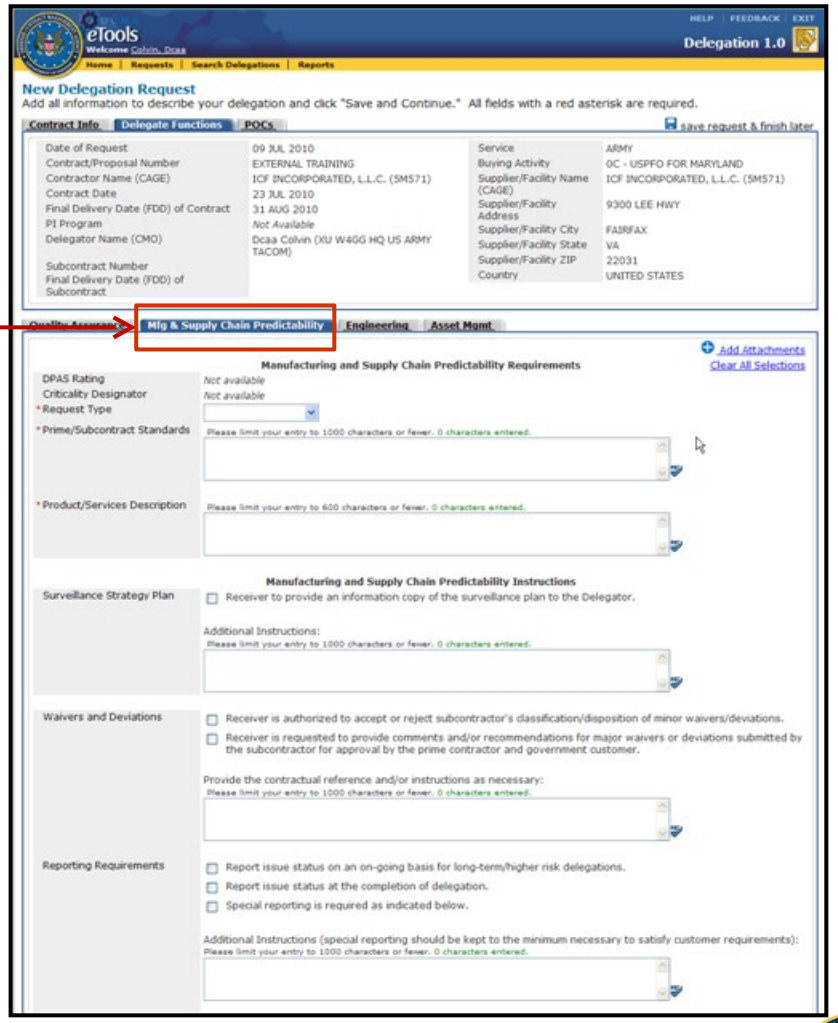
Topic Two – Creating A Delegation

Filling Out a New Delegation Request - Delegate Functions (Mfg & Supply Chain Predictability)

The Mfg & Supply Chain Predictability tab is the second tab contained within the Delegate Functions tab.

Again, you only have to fill in the tab that corresponds to the delegate function you are requesting. Once a field is filled in all required fields on that tab need to be filled in before submitting. If you filled in the wrong delegate function on accident you can select the Clear All Selections link.

Mfg & Supply Chain Predictability Tab (2.1.2.8)	
1.	*Select* the **Mfg & Supply Chain Predictability** tab.
2.	*Scroll down* the **Mfg & Supply Chain Predictability** tab.
3.	*Fill in* any appropriate **fields.**


eTools
Delegation 1.0
New Delegation Request
Add all information to describe your delegation and click "Save and Continue." All fields with a red asterisk are required.
Contract Info
Delegate Functions
POCs
save request & finish later
Mfg & Supply Chain Predictability
Engineering
Asset Mgmt
Add Attachments
Clear All Selections
Manufacturing and Supply Chain Predictability Requirements
DPAS Rating
Criticality Designator
Request Type
Prime/Subcontract Standards
Product/Services Description
Manufacturing and Supply Chain Predictability Instructions
Surveillance Strategy Plan
Receiver to provide an information copy of the surveillance plan to the Delegator.
Additional Instructions:
Waivers and Deviations
Receiver is authorized to accept or reject subcontractor's classification/disposition of minor waivers/deviations.
Receiver is requested to provide comments and/or recommendations for major waivers or deviations submitted by the subcontractor for approval by the prime contractor and government customer.
Provide the contractual reference and/or instructions as necessary:
Reporting Requirements
Report issue status on an on-going basis for long-term/higher risk delegations.
Report issue status at the completion of delegation.
Special reporting is required as indicated below.
Additional Instructions (special reporting should be kept to the minimum necessary to satisfy customer requirements):

Graphic 2.1.2..8 : Delegate Functions - Mfg & Supply Chain Predictability Tab

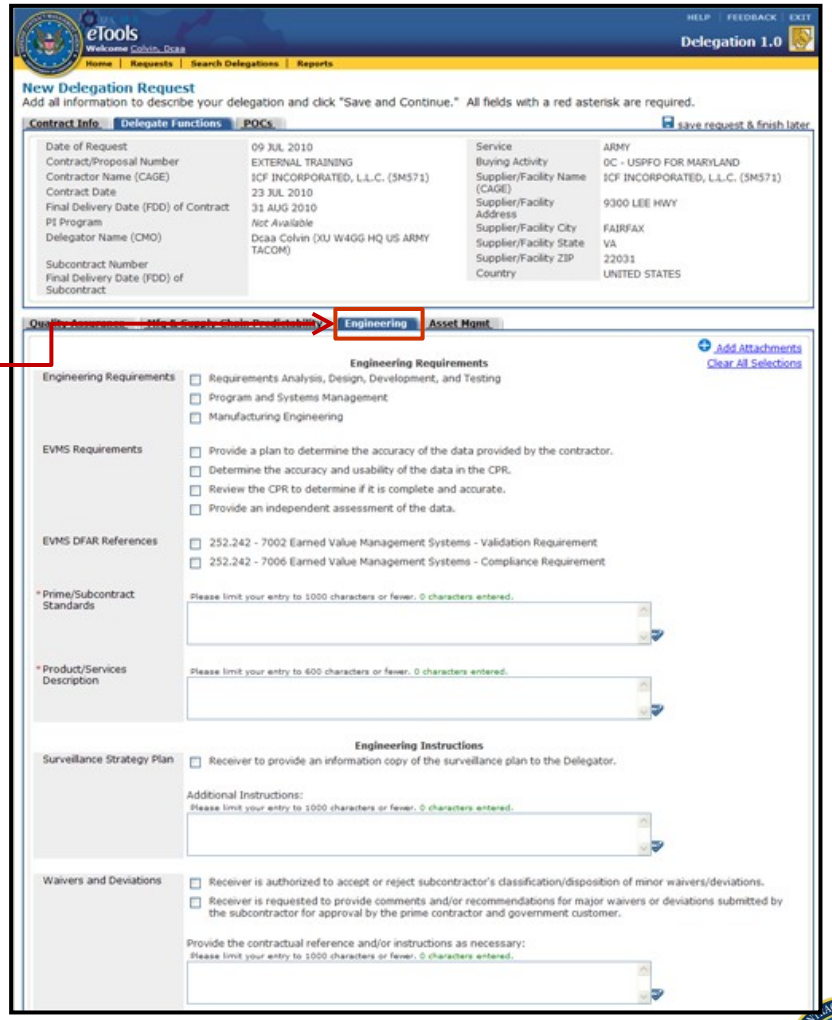
Course Topics

Topic Two – Creating A Delegation

Filling Out a New Delegation Request – Delegate Functions (Engineering)

The Engineering tab is the third tab contained within the Delegate Functions tab at the top.

Engineering Tab (2.1.2.9)	
1.	*Select* the **Engineering** tab.
2.	*Scroll down* the **Engineering** tab.
3.	*Fill in* any appropriate **fields.**


eTools
Delegation 1.0
New Delegation Request
Add all information to describe your delegation and click "Save and Continue." All fields with a red asterisk are required.
Contract Info
Delegate Functions
POCs
Save request & finish later
Engineering
Asset Mgmt
Add Attachments
Clear All Selections
Engineering Requirements
Requirements Analysis, Design, Development, and Testing
Program and Systems Management
Manufacturing Engineering
EVMS Requirements
Provide a plan to determine the accuracy of the data provided by the contractor.
Determine the accuracy and usability of the data in the CPR.
Review the CPR to determine if it is complete and accurate.
Provide an independent assessment of the data.
EVMS DFAR References
252.242 - 7002 Earned Value Management Systems - Validation Requirement
252.242 - 7006 Earned Value Management Systems - Compliance Requirement
Prime/Subcontract Standards
Product/Services Description
Engineering Instructions
Surveillance Strategy Plan
Receiver to provide an information copy of the surveillance plan to the Delegator.
Additional Instructions:
Waivers and Deviations
Receiver is authorized to accept or reject subcontractor's classification/disposition of minor waivers/deviations.
Receiver is requested to provide comments and/or recommendations for major waivers or deviations submitted by the subcontractor for approval by the prime contractor and government customer.
Provide the contractual reference and/or instructions as necessary:

Graphic 2.1.2.9 : Delegate Functions – Engineering Tab

Course Topics

Topic Two – Creating A Delegation

Filling Out a New Delegation Request – Delegate Functions (Asset Mgmt)

The Asset Mgmt tab is the last tab contained within the Delegate Functions tab. You will be alerted and prevented from submitting the Delegation if the required fields are not filled in.

Asset Mgmt Tab (2.1.2.10)	
1.	*Select* the **Asset Mgmt** tab.
2.	*Scroll down* the **Asset Mgmt** tab.
3.	*Fill in* any appropriate **fields.**
4.	*Click* the **Save and Continue** button. • After the Asset Mgmt tab you are finished with the Delegate Functions and you will be moved forward to the POCs tab at the top.

eTools
Delegation 1.0
New Delegation Request
Add all information to describe your delegation and click "Save and Continue." All fields with a red asterisk are required.
Contract Info
Delegate Functions
POCs
save request & finish later
Asset Mgmt
Asset Management Requirements
Add Attachments
Clear All Selections
Contract Type
Type of Property
Special Tooling
Materials
Special Test Equipment
Unique Federal Property (UFP)
Equipment
Other
Real Property
Property Delegation
Prime/Subcontract Standards
Product/Services Description
Asset Management Instructions
Surveillance Strategy Plan
Receiver to provide an information copy of the surveillance plan to the Delegator.
Additional Instructions:
Waivers and Deviations
Receiver is authorized to accept or reject subcontractor's classification/disposition of minor waivers/deviations.
Receiver is requested to provide comments and/or recommendations for major waivers or deviations submitted by the subcontractor for approval by the prime contractor and government customer.
Provide the contractual reference and/or instructions as necessary:
Reporting Requirements
Report issue status on an on-going basis for long-term/higher risk delegations.
Report issue status at the completion of delegation.
Special reporting is required as indicated below.

Graphic 2.1.2.10 : Delegate Functions – Asset Mgmt Tab

Course Topics

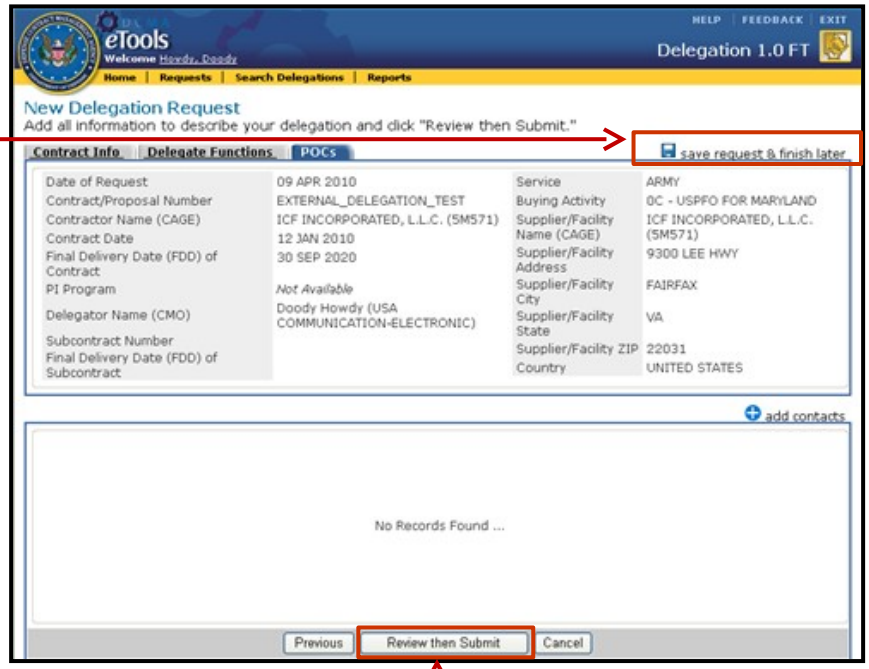
Topic Two – Creating A Delegation

Filling Out a New Delegation Request – POCs

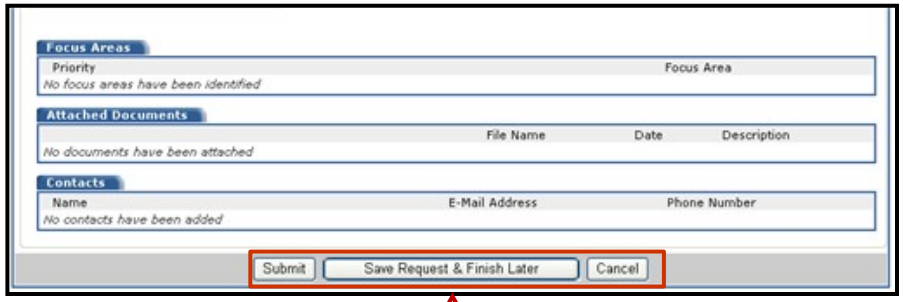
The POCs tab is the last tab in the Delegation request process. Here you can add the contacts that will be important for this Delegation. The process on adding contacts was covered in Module One, Lesson Two, Topic Five.

Once you are satisfied with the data you have entered, as well as the contacts you have added you can either save the request and finish it later using the link in the upper right corner, or you can Review your entries and submit the delegation using the button at the bottom.

POC Tab (2.1.2.11 – 2.1.2.12)	
1.	*Add* any necessary **POCs**. • Covered in Module One, Lesson Two, Topic Five
2.	*Click* the **Review then Submit** button.
3.	*Review* the delegation request. • When you are finished you have the choice to either: – Submit, – Save Request & Finish Later, or – Cancel
4.	*Click* the **Submit** button.


eTools
Welcome Howdy, Doody
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
New Delegation Request
Add all information to describe your delegation and click "Review then Submit."
save request & finish later
Contract Info | Delegate Functions | POCs
Date of Request 09 APR 2010
Contract/Proposal Number EXTERNAL_DELEGATION_TEST
Contractor Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Contract Date 12 JAN 2010
Final Delivery Date (FDD) of Contract 30 SEP 2020
PI Program Not Available
Delegator Name (CMO) Doody Howdy (USA COMMUNICATION-ELECTRONIC)
Subcontract Number
Final Delivery Date (FDD) of Subcontract
Service ARMY
Buying Activity 0C - USPFO FOR MARYLAND
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES
add contacts
No Records Found ...
Previous
Review then Submit
Cancel

Graphic 2.1.2.11 : POCs Tab



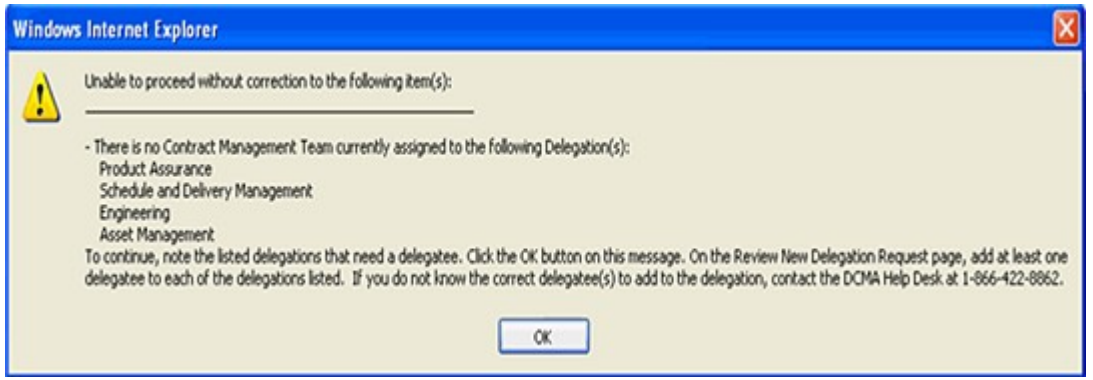
Graphic 2.1.2.12 : Review and Submit Buttons

Course Topics

Delegation Alerts

If your delegation(s) are missing required information, or no delegatees are specified, Delegation 1.0 will alert you to a couple of situations that you will need to address before you can fully submit the Delegation. You may see one of the following:

Missing Delegatee Alert (2.1.3.1)	Displays when you click the Review then Submit button if the supplier/facility information did not identify a contract management team with delegatees. A contract management team has a specified team lead, administrative contracting officer (ACO), and functional specialist(s) responsible for reviewing delegations for the supplier/facility CAGE, code, ZIP Code, or country. If one or more delegated functions have no delegatees, an alert appears and describes the issue.
Missing Data Alert (2.1.3.2)	An alert displays when you click the Submit button if you have missed required data. If this occurs, you will need to provide the required data on the delegated function. Note that a delegated function can be submitted only if it has all required data and at least one


Windows Internet Explorer
Unable to proceed without correction to the following item(s):
- There is no Contract Management Team currently assigned to the following Delegation(s):
Product Assurance
Schedule and Delivery Management
Engineering
Asset Management
To continue, note the listed delegations that need a delegatee. Click the OK button on this message. On the Review New Delegation Request page, add at least one delegatee to each of the delegations listed. If you do not know the correct delegatee(s) to add to the delegation, contact the DCMA Help Desk at 1-866-422-8862.
OK

Graphic 2.1.3.1 : Missing Delegatee Alert

Windows Internet Explorer
Unable to proceed without correction to the following item(s):
- Product Assurance: Prime/Subcontract Standards is a required field
- Schedule and Delivery Management: Request Type is a required field
- Engineering: Prime/Subcontract Standards is a required field
- Asset Management: Prime/Subcontract Standards is a required field
- There is no Contract Management Team currently assigned to the following Delegation(s):
Product Assurance
Schedule and Delivery Management
Engineering
Asset Management
To continue, note the listed delegations that need a delegatee. Click the OK button on this message. On the Review New Delegation Request page, add at least one delegatee to each of the delegations listed. If you do not know the correct delegatee(s) to add to the delegation, contact the DCMA Help Desk at 1-866-422-8862.
OK

Graphic 2.1.3.2 : Missing Data Alert

Topic Four – Managing Delegations

Active, Saved and Completed Delegations

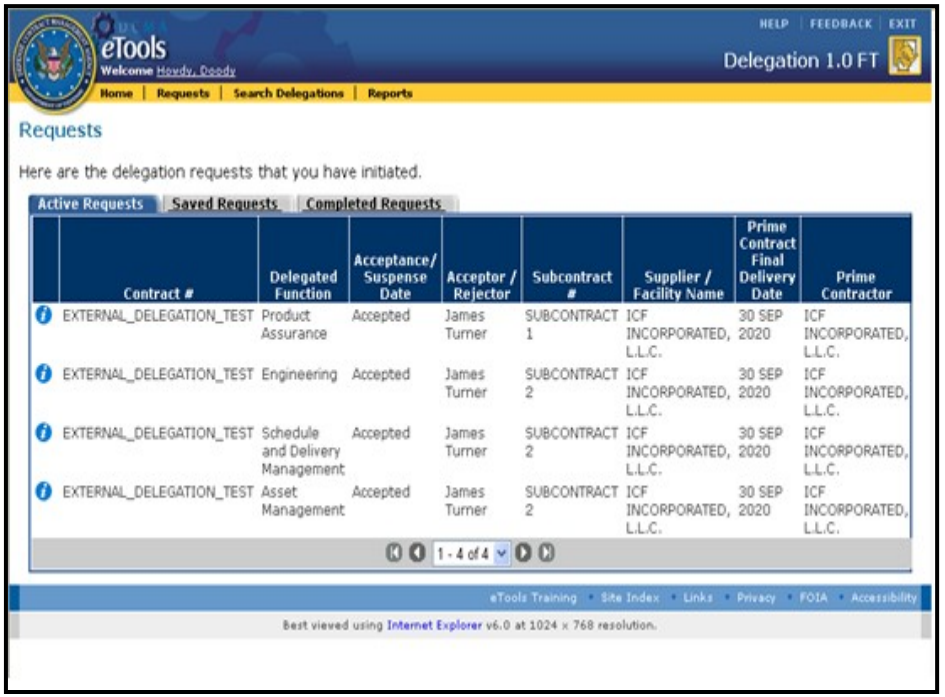
The Requests page shows delegations that you and others in your buying activity have submitted and completed. accessed through the menu bar at the top. The Requests page displays three tabs containing Delegations in any of the three stages of the Request process:

Active Requests - Delegations that you have submitted and DCMA has accepted or rejected

Saved Requests - Displays the delegations that you have saved but not yet submitted

Completed Requests - Displays the completed delegations from the past 60 days

Request Page and Tabs (2.1.4.1)	
1.	*Select* the **Requests** menu item. • The Request page appear
2.	*Review* the **Active Requests** tab.
3.	*Select* the **Save Requests** tab.
4.	*Select* the **Completed Requests** tab.


eTools
Welcome Howdy, Doody
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
Requests
Here are the delegation requests that you have initiated.
Active Requests | Saved Requests | Completed Requests
Contract # | Delegated Function | Acceptance/ Suspense Date | Acceptor / Rejector | Subcontract # | Supplier / Facility Name | Prime Contract Final Delivery Date | Prime Contractor
EXTERNAL_DELEGATION_TEST | Product Assurance | Accepted | James Turner | SUBCONTRACT 1 | ICF INCORPORATED, L.L.C. | 30 SEP 2020 | ICF INCORPORATED, L.L.C.
EXTERNAL_DELEGATION_TEST | Engineering | Accepted | James Turner | SUBCONTRACT 2 | ICF INCORPORATED, L.L.C. | 30 SEP 2020 | ICF INCORPORATED, L.L.C.
EXTERNAL_DELEGATION_TEST | Schedule and Delivery Management | Accepted | James Turner | SUBCONTRACT 2 | ICF INCORPORATED, L.L.C. | 30 SEP 2020 | ICF INCORPORATED, L.L.C.
EXTERNAL_DELEGATION_TEST | Asset Management | Accepted | James Turner | SUBCONTRACT 2 | ICF INCORPORATED, L.L.C. | 30 SEP 2020 | ICF INCORPORATED, L.L.C.
1 - 4 of 4
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

Graphic 2.1.4.1 : Request Page – Active Requests Tab

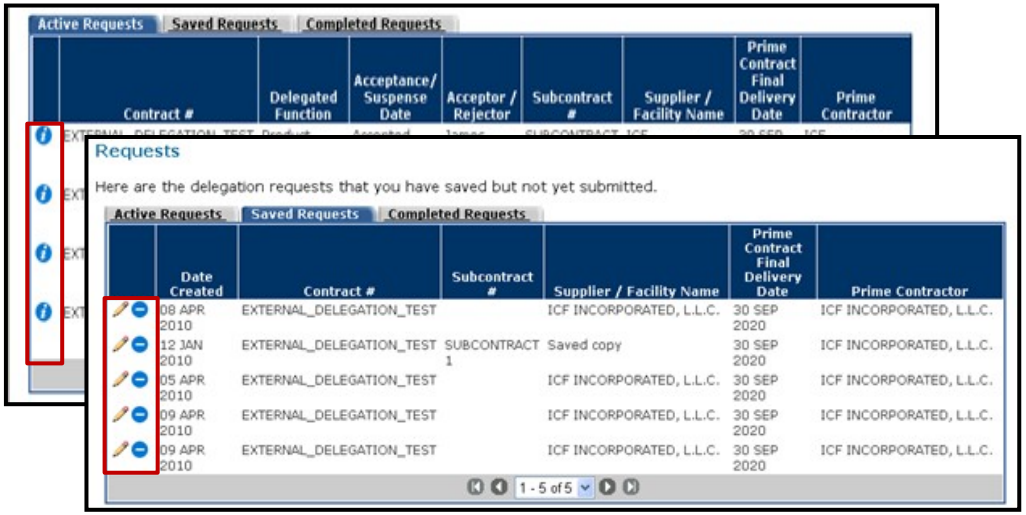
Course Topics

Topic Four – Managing Delegations

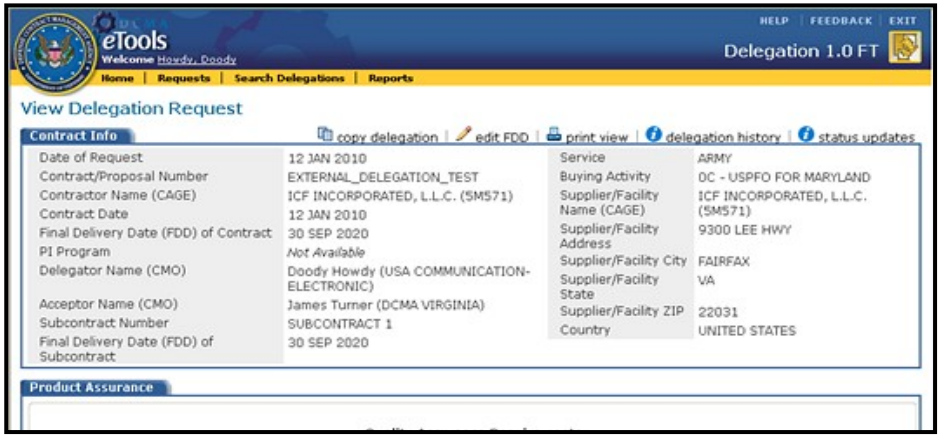
Viewing, Editing, and Deleting a Saved or Submitted Delegation

Requests can be viewed, edited, or deleted using the icons the in first column on the left. While you can view all Delegations, you can only delete or edit Delegations that you created.

View a Delegation Request (2.1.4.2)	
1.	*Select* the **Requests** menu item. • The Request page appear
2.	*Verify* the **Active Requests** tab is displaying. (for this training) • To edit select the edit icon • To delete select the delete icon
3.	*Select* the **information** icon next to the delegation to be viewed. • The View Delegation Request page appears



Graphic 2.1.4.2 : View, Edit and Delete Icons


eTools
Welcome Howdy, Doody
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
View Delegation Request
Contract Info
copy delegation | edit FDD | print view | delegation history | status updates
Date of Request 12 JAN 2010
Contract/Proposal Number EXTERNAL_DELEGATION_TEST
Contractor Name (CAGE) ICF INCORPORATED, L.L.C. (SM571)
Contract Date 12 JAN 2010
Final Delivery Date (FDD) of Contract 30 SEP 2020
PI Program Not Available
Delegator Name (CMO) Doody Howdy (USA COMMUNICATION-ELECTRONIC)
Acceptor Name (CMO) James Turner (DCMA VIRGINIA)
Subcontract Number SUBCONTRACT 1
Final Delivery Date (FDD) of Subcontract 30 SEP 2020
Service ARMY
Buying Activity 0C - USPFO FOR MARYLAND
Supplier/Facilty Name (CAGE) ICF INCORPORATED, L.L.C. (SM571)
Supplier/Facilty Address 9300 LEE HWY
Supplier/Facilty City FAIRFAX
Supplier/Facilty State VA
Supplier/Facilty ZIP 22031
Country UNITED STATES
Product Assurance

Graphic 2.1.4.3 : Delegation Request Page

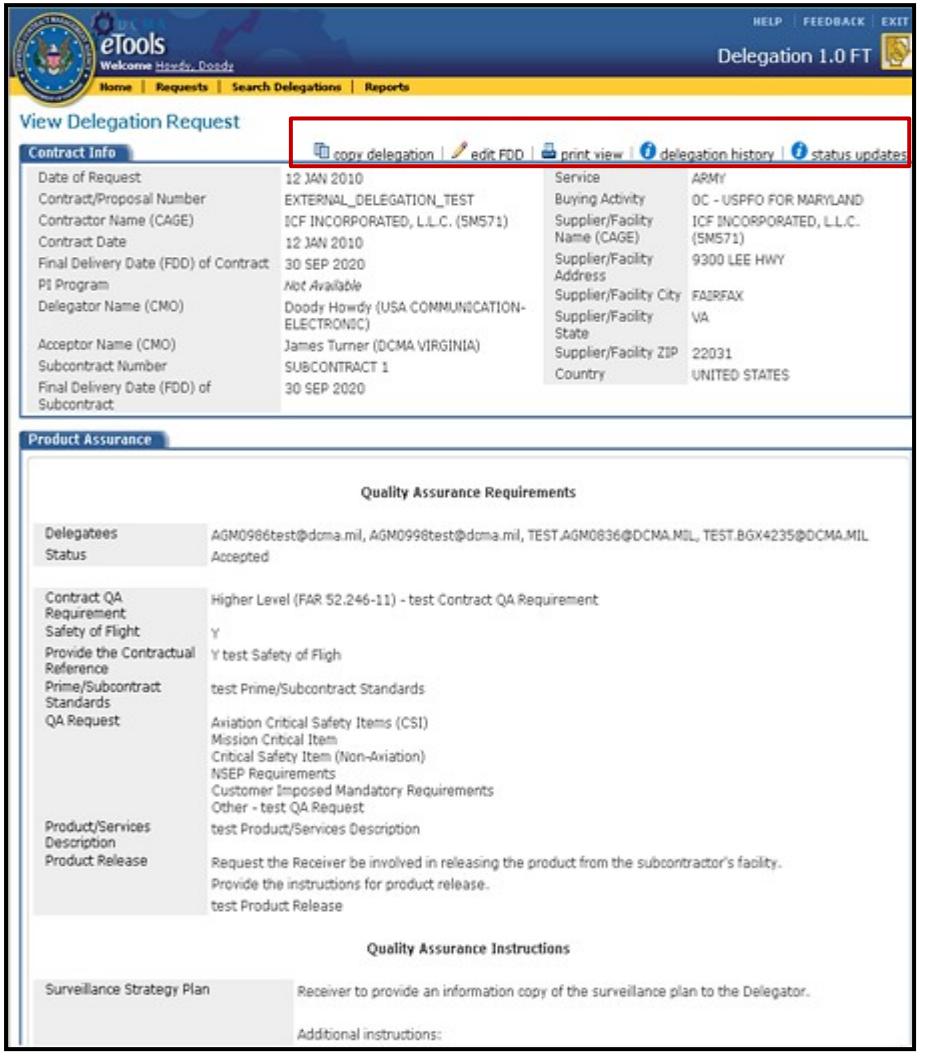
Course Topics

Topic Four – Managing Delegations

The View Delegation Request Page

Viewing a Delegation allows you to see and review all the associated data provided for that request. Notice in the graphic to the right that there are also several links provided to help you better manage the Delegation Request. The links are defined in the table below.

Copy Delegation	Allows you to copy a Delegation and easily create a similar request without the need to re-fill out all the data. (Covered in Module One, Lesson Two, Topic Three)
Edit FDD	Allows you to edit the Final Delivery Date of the prime contract and subcontracts. This is the only information you can edit on an accepted delegation.
Print View	Opens in PDF display format allowing you to print
Delegation History	Shows the submitted, rejected, accepted, and completed delegations for a single contract number. The Delegation History page displays the delegator and acceptor/rejector for each delegation.
Status Updates	You can view status updates for accepted and completed delegations. If the delegation has one or more status updates, the Status Updates page appears when you click the Status Updates link on the View Delegation page. If the accepted delegation has no status updates, the Add Status Update page displays.


eTools
Welcome Howdy, Doody
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
View Delegation Request
copy delegation | edit FDD | print view | delegation history | status updates
Contract Info
Date of Request 12 JAN 2010
Contract/Proposal Number EXTERNAL_DELEGATION_TEST
Contractor Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Contract Date 12 JAN 2010
Final Delivery Date (FDD) of Contract 30 SEP 2020
PI Program Not Available
Delegator Name (CMO) Doody Howdy (USA COMMUNICATION-ELECTRONIC)
Acceptor Name (CMO) James Turner (DCMA VIRGINIA)
Subcontract Number SUBCONTRACT 1
Final Delivery Date (FDD) of Subcontract 30 SEP 2020
Service ARMY
Buying Activity 0C - USPFO FOR MARYLAND
Supplier/Facility Name (CAGE) ICF INCORPORATED, L.L.C. (5M571)
Supplier/Facility Address 9300 LEE HWY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES
Product Assurance
Quality Assurance Requirements
Delegatees AGM0986test@dcma.mil, AGM0998test@dcma.mil, TEST.AGM0836@DCMA.MIL, TEST.BGX4235@DCMA.MIL
Status Accepted
Contract QA Requirement Higher Level (FAR 52.246-11) - test Contract QA Requirement
Safety of Flight Y
Provide the Contractual Reference Y test Safety of Fligh
Prime/Subcontract Standards test Prime/Subcontract Standards
QA Request Aviation Critical Safety Items (CSI)
Mission Critical Item
Critical Safety Item (Non-Aviation)
NSEP Requirements
Customer Imposed Mandatory Requirements
Other - test QA Request
Product/Services Description test Product/Services Description
Product Release Request the Receiver be involved in releasing the product from the subcontractor's facility.
Provide the instructions for product release.
test Product Release
Quality Assurance Instructions
Surveillance Strategy Plan Receiver to provide an information copy of the surveillance plan to the Delegator.
Additional instructions:

Graphic 2.1.4.4 : Links on the View Delegation Request Page

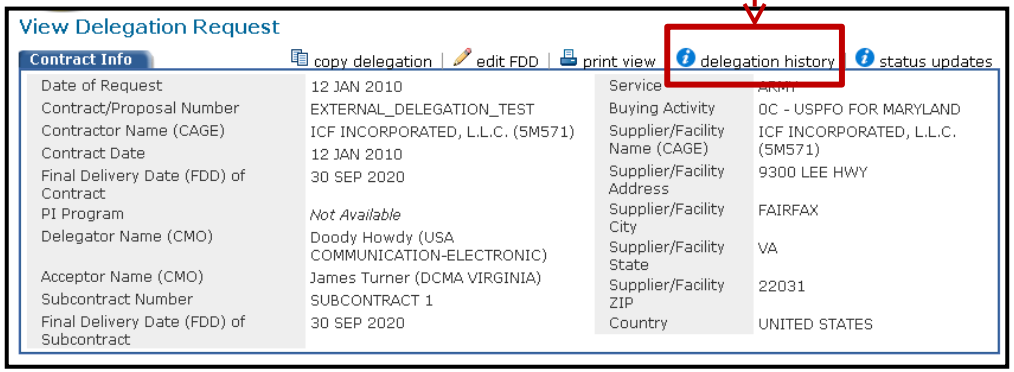
Course Topics

Topic Four – Managing Delegations

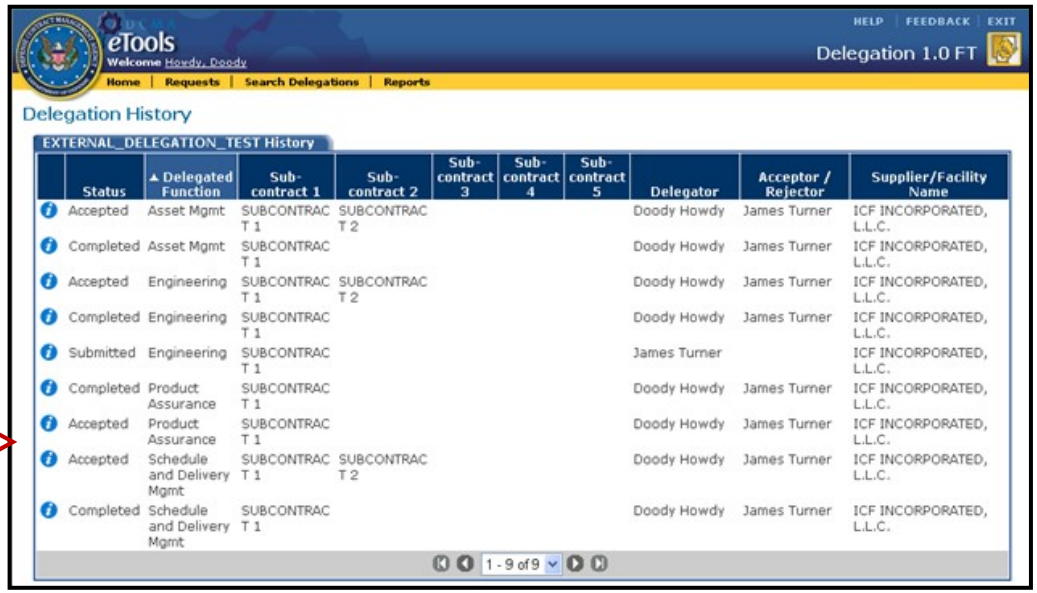
Viewing the Delegation History

All user roles can view the delegation history, which shows the submitted, rejected, accepted, and completed delegations for a single contract number. The Delegation History page displays the delegator and acceptor/rejector for each delegation. It appears when you click the Delegation History link on the View Delegation page once the delegation is submitted.

Delegation History (2.1.4.5 - 3.1.4.6)	
1.	*Start* from the **Requests** page.
2.	*Select* the **view** icon next to the delegation to be viewed.
3.	*Select* the **Delegation History** link at the top of the request. • The Delegation History page appears



Graphic 2.1.4.5 : Delegation History Link


eTools
Welcome Howdy, Doody
HELP | FEEDBACK | EXIT
Delegation 1.0 FT
Home | Requests | Search Delegations | Reports
Delegation History
EXTERNAL_DELEGATION_TEST History
Status | Delegated Function | Sub-contract 1 | Sub-contract 2 | Sub-contract 3 | Sub-contract 4 | Sub-contract 5 | Delegator | Acceptor / Rejector | Supplier/Facility Name
Accepted | Asset Mgmt | SUBCONTRACT 1 | SUBCONTRACT 2 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Completed | Asset Mgmt | SUBCONTRACT 1 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Accepted | Engineering | SUBCONTRACT 1 | SUBCONTRACT 2 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Completed | Engineering | SUBCONTRACT 1 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Submitted | Engineering | SUBCONTRACT 1 | James Turner | ICF INCORPORATED, L.L.C.
Completed | Product Assurance | SUBCONTRACT 1 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Accepted | Product Assurance | SUBCONTRACT 1 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Accepted | Schedule and Delivery Mgmt | SUBCONTRACT 1 | SUBCONTRACT 2 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
Completed | Schedule and Delivery Mgmt | SUBCONTRACT 1 | Doody Howdy | James Turner | ICF INCORPORATED, L.L.C.
1 - 9 of 9

Graphic 2.1.4.6 : Delegation History Page

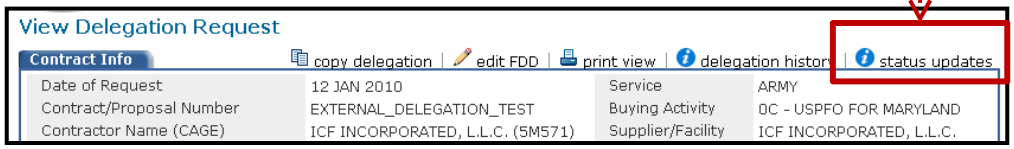
Course Topics

Topic Four – Managing Delegations

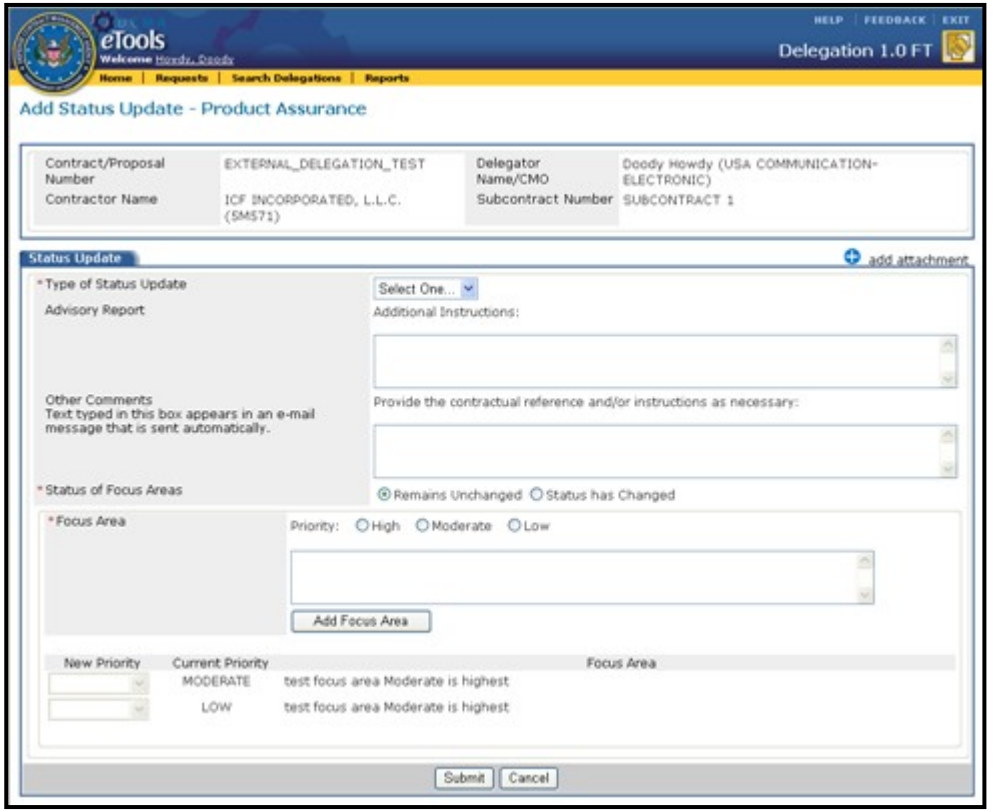
Viewing Status Updates

You can view status updates for accepted and completed delegations. If the delegation has one or more status updates, the Status Updates page appears when you click the Status Updates link on the View Delegation page. If the accepted delegation has no status updates, the Add Status Update page displays.

Delegation History (2.1.4.7 - 2.1.4.8)	
1.	*Start* from the **Requests** page.
2.	*Select* the **view** icon next to the request to be viewed.
3.	*Select* the **Status Update** link at the top of the request. • The Status Update Page appears



Graphic 2.1.4.7 : Status Update Link



Graphic 2.1.4.8 : Status Update Page

Course Topics

Topic Five – Completed Delegations

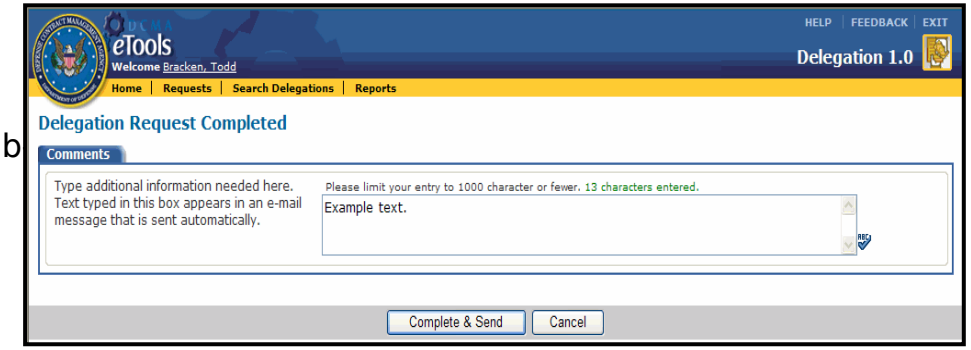
Completing A Delegation

A delegation can be completed when both of the following conditions are met:

- The most recent status update is completed
- Any child delegations against the delegation (either sub delegations or re-delegations) are completed

A delegator can complete any delegation that he or she submitted, and other delegations as follows:

- The External DoD Customer can complete any delegation submitted by their buying activity
- The Commander Delegatee and Administrator user roles can complete delegations submitted by persons in their CMO
- The HQ Administrator can complete any delegation


eTools
Welcome Bracken, Todd
HELP | FEEDBACK | EXIT
Delegation 1.0
Home | Requests | Search Delegations | Reports
Delegation Request Completed
Comments
Type additional information needed here.
Text typed in this box appears in an e-mail message that is sent automatically.
Please limit your entry to 1000 character or fewer. 13 characters entered.
Example text.
Complete & Send
Cancel

Graphic 2.1.5.1 : Status Update Page

Complete a Delegation (2.1.5.1)	
1.	*Start* from the **Requests** page **Active Request** tab. • Precondition: The delegation must have a status update of completion
2.	*Select* the **Complete Delegation** link. • This link is at the top left side of the View Delegation Request page, and • Appears only when the most recent status update is Completion • The Delegation Request Completed page appears
3.	*Type* **Comments** in the Comment field.
4.	*Click* the **Complete & Send** button.

Course Topics

Topic Five – Completed Delegations

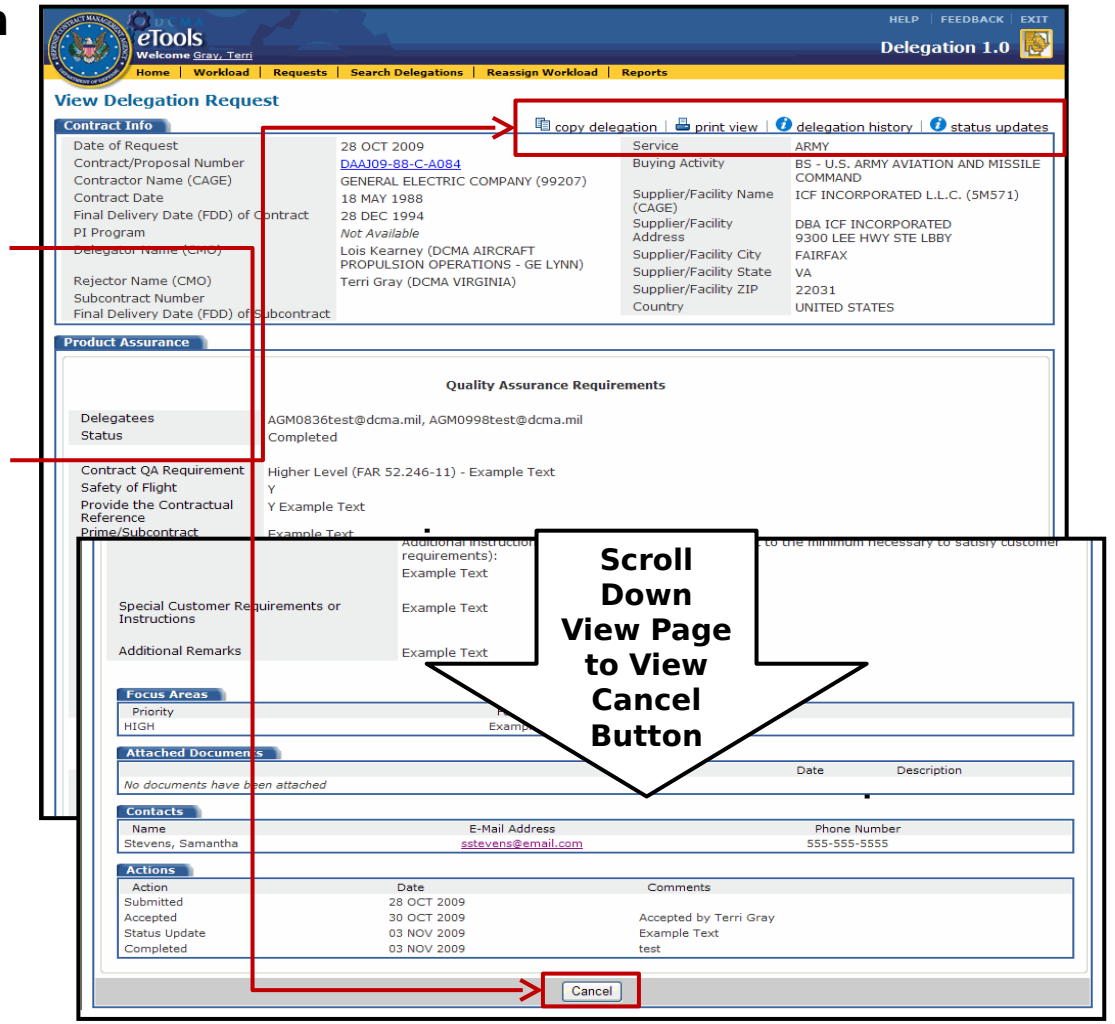
Viewing a Completed Delegation

The delegation's status is completed. The delegation appears on the Completed Requests page for 60 days after you complete it. After 60 days elapse, use the Search Delegations link in the menu to find and view the completed delegation.

Once a delegation is completed, the links at the top of the page and the buttons at the bottom of the page change.

On this page, you can:

- Copy a Delegation
- Print View
- Delegation History
- View Status Updates
- Click the Cancel button to return to the Home page


eTools
Welcome Gray, Terri
HELP | FEEDBACK | EXIT
Delegation 1.0
Home | Workload | Requests | Search Delegations | Reassign Workload | Reports
View Delegation Request
copy delegation | print view | delegation history | status updates
Contract Info
Date of Request 28 OCT 2009
Contract/Proposal Number DAAJ09-88-C-A084
Contractor Name (CAGE) GENERAL ELECTRIC COMPANY (99207)
Contract Date 18 MAY 1988
Final Delivery Date (FDD) of Contract 28 DEC 1994
PI Program Not Available
Delegator Name (CMO) Lois Kearney (DCMA AIRCRAFT PROPULSION OPERATIONS - GE LYNN)
Rejector Name (CMO) Terri Gray (DCMA VIRGINIA)
Subcontract Number
Final Delivery Date (FDD) of Subcontract
Service ARMY
Buying Activity BS - U.S. ARMY AVIATION AND MISSILE COMMAND
Supplier/Facility Name (CAGE) ICF INCORPORATED L.L.C. (5M571)
Supplier/Facility Address DBA ICF INCORPORATED 9300 LEE HWY STE LBBY
Supplier/Facility City FAIRFAX
Supplier/Facility State VA
Supplier/Facility ZIP 22031
Country UNITED STATES
Product Assurance
Quality Assurance Requirements
Delegatees AGM0836test@dcma.mil, AGM0998test@dcma.mil
Status Completed
Contract QA Requirement Higher Level (FAR 52.246-11) - Example Text
Safety of Flight Y
Provide the Contractual Reference Y Example Text
Prime/Subcontract Example Text
Special Customer Requirements or Instructions Example Text
Additional Remarks Example Text
Scroll Down View Page to View Cancel Button
Focus Areas
Priority
HIGH
Attached Documents
Date Description
No documents have been attached
Contacts
Name E-Mail Address Phone Number
Stevens, Samantha sstevens@email.com 555-555-5555
Actions
Action Date Comments
Submitted 28 OCT 2009
Accepted 30 OCT 2009 Accepted by Terri Gray
Status Update 03 NOV 2009 Example Text
Completed 03 NOV 2009 test
Cancel

Graphic 2.1.5.2 : View Delegation Request of a Completed Delegation

Course Topics

Topic Five – Completed Delegations

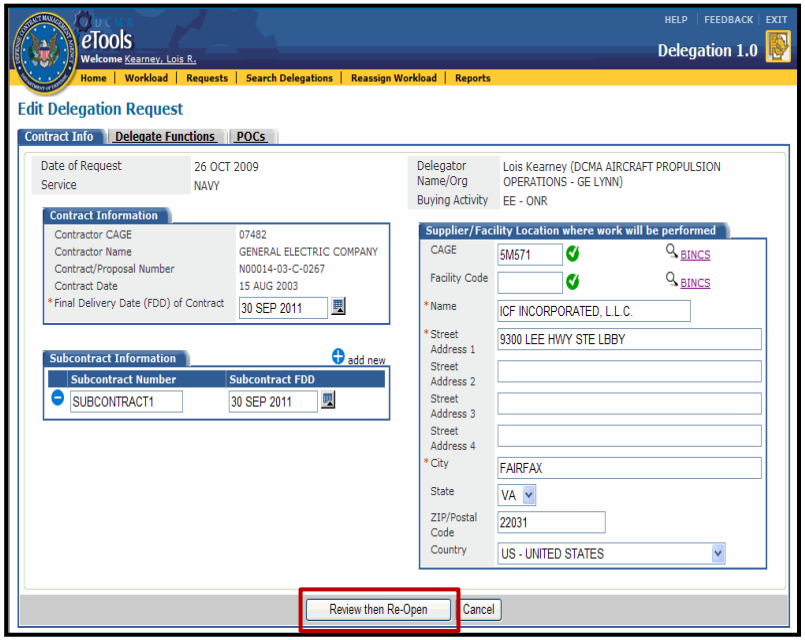
Re-Opening a Completed Delegation

A delegator can re-open a completed delegation that appears on the Requests page, Completed Request tab.

- A Commander Delegatee role or Administrator role can re-open any delegation submitted from their CMO
- An HQ Administrator can re-open any delegation

You cannot save a re-opened delegation as a draft to edit and submit it later.

Complete a Delegation (2.1.5.3)	
1.	*Locate* the **Completed Delegation**. • If the delegation was completed more than 60 days ago, use the Search Delegations menu option to locate the delegation • If you are the delegator, view the Requests page, Completed Requests tab • If you are a Commander Delegatee, Administrator, or HQ Administrator, view the Workload page, Completed Requests tab (R)
3.	*Click* the **Re-Open** icon next to the completed delegation that you wish to re-open. • The Edit Delegation Request page appears and displays the Contract Info tab (Graphic 2.1.5.3)
4.	*Click* the **Review and Re-Open** button. • Delegation 1.0 shows a page for review – where you can add delegatees.


eTools
Welcome Kearney, Lois R.
HELP | FEEDBACK | EXIT
Delegation 1.0
Home | Workload | Requests | Search Delegations | Reassign Workload | Reports
Edit Delegation Request
Contract Info | Delegate Functions | POCs
Date of Request 26 OCT 2009
Service NAVY
Delegator Name/Org Lois Kearney (DCMA AIRCRAFT PROPULSION OPERATIONS - GE LYNN)
Buying Activity EE - ONR
Contract Information
Contractor CAGE 07482
Contractor Name GENERAL ELECTRIC COMPANY
Contract/Proposal Number N00014-03-C-0267
Contract Date 15 AUG 2003
*Final Delivery Date (FDD) of Contract 30 SEP 2011
Subcontract Information
add new
Subcontract Number SUBCONTRACT1
Subcontract FDD 30 SEP 2011
Supplier/Facility Location where work will be performed
CAGE 5M571
Facility Code
*Name ICF INCORPORATED, L.L.C.
*Street Address 1 9300 LEE HWY STE LBBY
Street Address 2
Street Address 3
Street Address 4
*City FAIRFAX
State VA
ZIP/Postal Code 22031
Country US - UNITED STATES
Review then Re-Open
Cancel

Graphic 2.1.5.3 : Edit Delegation Request Page

Course Topics

Lesson Two– Topics

Module Two – Lesson One Covered the Following Topics:

Topic One	External Customer Overview
Topic Two	Creating A Delegation
Topic Three	Viewing Active, Saved, and Completed Delegations
Topic Four	Delegation Alerts
Topic Five	Managing Delegations